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## Special Libraries, April 1961

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APRIL 1961, Vol. 52, No. 4

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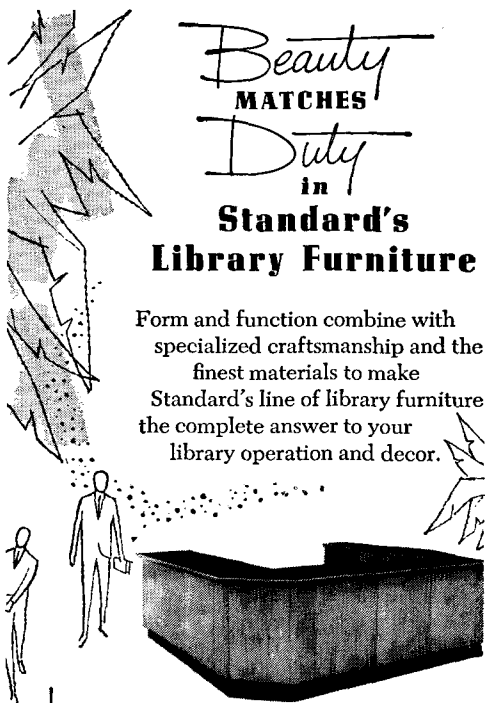
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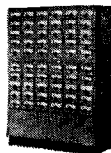
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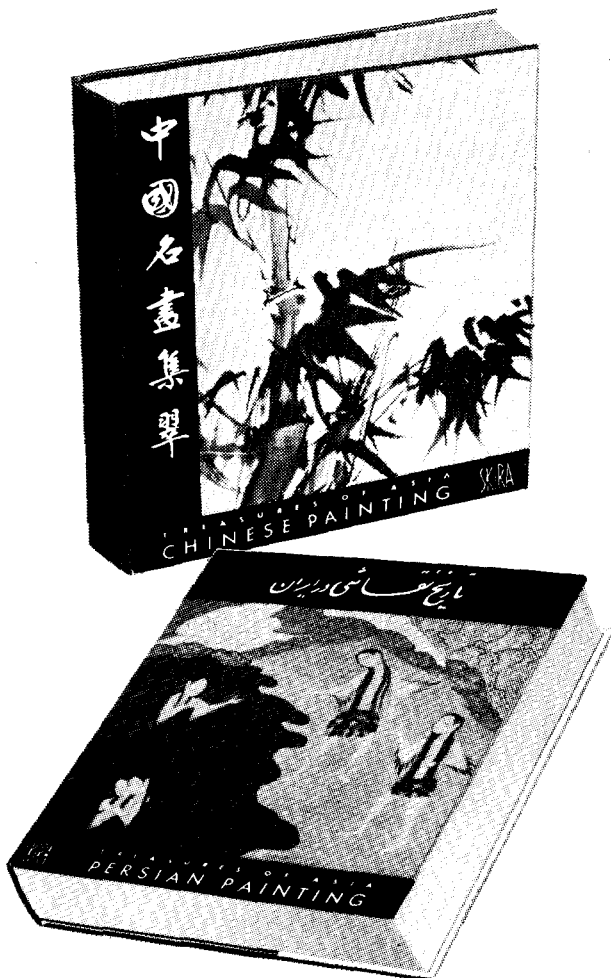
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*Official Journal*  
*Special Libraries Association*

Volume 52, No. 4

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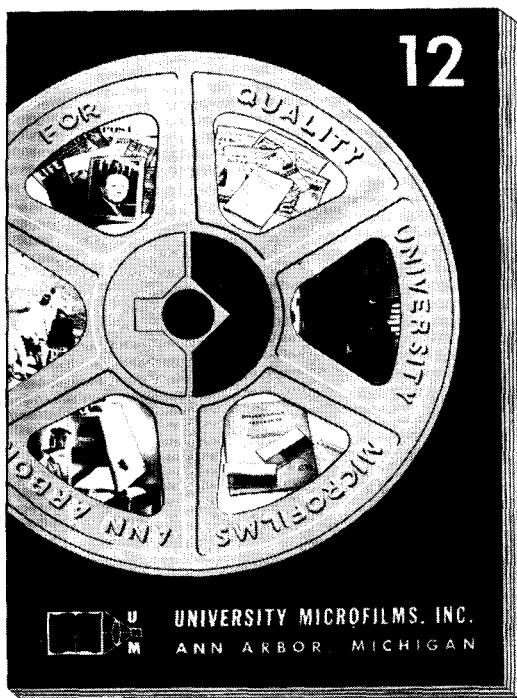
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SPECIAL LIBRARIES

# Engineering Library Bulletins— The Human Factors Consideration

KEITH G. BLAIR, Chief Librarian  
Convair, San Diego, California

I HAVE WANTED for some time to prepare a study on the human factors aspect of library publications. Perhaps this interest had been awakened and nurtured through a close friendship of 14 years with the well-known human factors engineer, Wesley E. Woodson. Mr. Woodson is now Vice-President of the Human Factors Society and Head of the Human Factors Engineering Section at Convair-San Diego and was for many years in the Human Factors Division at the Navy Electronics Laboratory. Mr. Woodson is the author of the best seller, *Human Engineering Guide for Equipment Designers* (Berkeley: University of California Press, 1957).

My plan for conducting the study was first to advertise for engineering library bulletins and then to analyze the bulletins with a panel of San Diego librarians. The review panel consisted of William E. Jorgensen and Irving G. Carlson, the Librarian and Assistant Librarian respectively of the Navy Electronics Laboratory, Phillip Leslie, Chief Librarian at the Ryan Aeronautical Company, and the writer. The panel members selected what they considered the unique and praiseworthy characteristics of the publications. The characteristics of the bulletins were then statistically summarized and compared to the statistics of an earlier survey by Lucille Jackson in 1952<sup>1</sup> of 50 technical library bulletins. Finally, the results of the analysis made of the 123 bulletins suggested ideas and services gleaned from the many bulletins that can be incorporated into efficient publications tailored to readers' needs. By utilizing these observations, plus the suggestions from Mr.

Mr. Blair presented a paper on a survey of 51 library bulletins before the Engineering Section, Science-Technology Division, at the 51st SLA Convention in Cleveland, Ohio, on June 8, 1960. He has since rewritten his survey to include 123 engineering library bulletins.

Woodson, special librarians should be able to provide readers with better bulletins.

Through an appeal for sample bulletins in a Letter to the Editor in *Special Libraries* (April 1960, p. 216) and through letters of requests, a total of 123 engineering library bulletins, from 94 industrial, educational and governmental contributors, were received from all parts of the United States. It has been interesting reviewing these publications and observing how fellow librarians are performing this important library function. Without a doubt, the most cooperative professional person of all mankind is a librarian. From all sections of the country their bulletins or accessions lists were received.

The engineering library bulletin, generally speaking, is a two-stage communications system. Primarily, the bulletin should be designed to inform patrons quickly and efficiently of newly acquired library material. Secondly, the system should provide the requestor his desired information in the shortest time and with no red tape.

How well the 94 libraries that provided bulletins for review are meeting the above objectives are clearly illustrated in the following statistical table.

## Physical Characteristics of Bulletins

	NO. OF BULLETINS
BINDING	
One Staple	84
Side Staples	25
Saddle Staple	3
Comb	1
Gum	1
None	9
PRINTING	
Multilith	113
Ozalid	10

	No. of BULLETINS		No. of BULLETINS
TYPE SIZE		ORDER FORMS INCLUDED	31
Pica	7	CONTENTS PROVIDED	28
Elite	101	BOTH SIDES OF PAGE USED	56
Micro	15	HORIZONTAL USE OF PAGE	17
ARRANGEMENT OF ENTRIES		COLUMNS PER PAGE	
Alphabetical	38	One	74
Subject	59	Two	44
Accession Number	12	Three	5
Serial Number	3	LIBRARY NAME, ADDRESS AND PHONE INDICATED	
Random	11	Completely	60
SCOPE		Partially	50
Books	17	None	13
Periodicals	14	<b>Selected Unique Characteristics</b>	
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Books and Documents	29	Naval Research Laboratory, <i>New Research Literature</i> , weekly*	
Patents and Periodicals	1	Picatinny Arsenal, Feltman Engineering and Research Laboratories, <i>Technical Information Bulletin</i> , weekly*	
Books, Periodicals and Documents	21	<b>MOST ATTRACTIVE.</b> These bulletins show thought and planning, and they are excellently printed. The six are:	
NUMBER OF PAGES		AVCO Research and Advanced Development Division	
1-5	23	Burroughs, Electrodata Division, Pasadena*	
6-10	32	Consolidated Edison, New York	
11-15	16	Convair-Astronautics, San Diego*	
16-20	11	Esso Research and Engineering Company*	
21-40	27	Sandia Corporation, Albuquerque.*	
Over 40	14	* Denotes an illustration.	
FREQUENCY			
Daily	1		
Weekly	42		
Semimonthly	20		
Monthly	43		
Quarterly	3		
Not indicated	15		
TYPE OF ENTRY			
Bibliographic	80		
Review	4		
Annotation	8		
Abstract	11		
Catalog Card	20		
PAGE SIZE			
Standard	116		
Legal	1		
Smaller than 6 x 9	6		
ENTRIES NUMBERED	18		

**MOST EFFICIENT CONTENT DISPLAY.** Eight libraries indicate the contents of their bulletins on the cover, which enables a reader to spot his subject coverage quickly:

- Bell Telephone Laboratories\*
- Convair-Astronautics\*
- General Motors Research Laboratories\*
- Esso Research and Engineering Company\*
- Johns Hopkins Applied Physics Laboratory
- McDonnell Aircraft Corporation
- Naval Research Laboratory\*
- Sandia Corporation, Livermore

**MOST NOVEL.** To master the problem of timeliness and to furnish information in short doses, one library issues a daily bulletin. This bulletin also has a neat format for quick, easy reading:

Hughes Ground Systems Group, Fullerton\*

**SELECTED INFORMATION.** Several libraries furnish their patrons selected articles and made no attempt to publish everything the library acquired. The review panel thought this system had merit. The five best were:

- A. C. Spark Plug, Electronics Division of General Motors
- Lockheed, Missiles and Space Division
- MIT Lincoln Laboratory
- Parke Davis
- Willow Run Laboratories, University of Michigan

**MOST PRACTICAL ORDER FORMS.** The most original and efficiently designed order forms were:

Convair—San Diego\*

Two perforated order forms inside back cover. Designed for round trip from requestor, to circulation clerk, to requestor. Indicates status of requests.

General Electric, Flight Propulsion Division  
Perforated tabs are provided for ordering and notifying reserve status.

Picatinny Arsenal, Feltman Engineering and Research Laboratories\*

Each entry is perforated to provide form for ordering, circulating and mailing. A receipt is also provided.

**Examples of Library Bulletins with Effective Formats**

**abstracts of computer literature**  
Burroughs Corporation

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**ELECTRODATA MANUFACTURING AND ENGINEERING DIVISION**

**LIBRARY**  
Pasadena, California

Vol. IV, No. 2 March-April 1960

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<p><b>MAPPING</b></p> <p>(217) <b>1960 Army Office Management Form - Office.</b> Jan '60, p 12-127.</p> <p>Summary of a survey of 5255 companies. Recommendations through pilot study, material preparation, trial runs, and adaptations specifically tailored to suit individual needs. 10% of the companies claimed they had thoroughly investigated equipment presently available but could not find ADP equipment to suit their requirements. Tangible correlation exists between successful ADP and the size of the company. Suitable equipment is needed for small and medium size firms, especially in areas up to 200 employees.</p> <p>(218) <b>EXCLUSION DATA RESEARCHING.</b> F. Kovaleck - CIV 516, REP 28 '60, p 20-80.</p> <p>Special report on selection, installation, and operation of computer systems in over 20 utilities. Reports give why companies selected particular systems, including features considered in evaluation of computer systems and basis for choice of computer manufacturers. Discusses costs of conversion, centralization of functions, and types of checks used in computer accounting. Operating experience and applications in 15 utilities tabulated. Experience in selection, testing and "training personnel given. Available systems by manufacturer listed. Future equipment requirements reported by utilities. More accurate characterizing devices, larger and faster random access memories, intertransmission of data, improved satellite printers, remote interpretation of central files, laser printers, direct access to</p>	<p>computers by voice, language compatibility among computers, better input/output devices, more self-checking facilities, and less costly maintenance.</p> <p>(219) <b>SURVEY OF DIGITAL COMPUTER AND CALCULATOR SYSTEMS AND ORDERS.</b> D. Pender - <i>Auto &amp; Auto Equip N</i>, Jan '60, p 258-72.</p> <p>Quarterly survey of British computers. Main additions are the inclusion of the A.E.I., IOD and the Ferranti Drive, two new orders for the Elliott 802, eight new orders for the Elliott 803 and five new deliveries of Master Dekan. Applications listed.</p> <p>(220) <b>USED COMPUTER SALES - ODMF N</b> Jul, Feb 2, '60, p 95-9.</p> <p>Computer manufacturers say that multiplying prices work in spurring many big firms to buy their old, rented machines to handle routine jobs, such as payroll preparation, while renting new "second generation" high level office computers. Ben Rand's Divisac I, now sells for about half its original price. Burroughs finds a strong demand from universities for its rebuil, deak-ner 810L, a word model now costs college less than half its original price.</p> <p>(221) <b>SCALE UP ON COMPUTERS - ODMF N</b> Jul, Feb 2 '60, p 8-4.</p> <p>The House Ways and Means Committee knocked out the controversial article tax change from a pending Treasury-sponsored technical tax overhaul bill. The change would have levied on electronic calculators and other "electronic devices" the present 10%</p>
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Burroughs Corporation, Electrodata Manufacturing and Engineering Division, Pasadena, California

1-17-60  
7 APR 1960

Received in the Library

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BOOKS  
DSO TECHNICAL LIBRARY #346 600 Room C-222 Extension 3508

<p>1. HD 71 845 Mauschel, Richard F. "TELEVISION BY SYSTEM" 2nd ed.</p> <p>2. Q 11 80 Smithsonian Institution SYNTHETIC TREATRY OF SCIENCE</p> <p>3. Q 15 594 "UNIFIED DISCUSSIONS REPERITIONS 1947-1948" V.1 APR 7, 10</p> <p>4. QA 76 87 Bartley, Thomas C. SOCIAL COMPUTER FUNDAMENTALS</p> <p>5. QA 95 815 Baker, Aaron MATHEMATICS, its magic and mastery 2nd ed.</p> <p>6. QA 276 196 Nerman, Harry R. MODERN FACTOR ANALYSIS</p> <p>7. QA 920 875 Merris, James P. HYDROLOGIC CHANNEL FLOWS</p> <p>8. QC 6 9175 Pock, Vladimir A. THE THEORY OF SPARK TIME AND CRAPITATION</p> <p>9. QC 785 95 Milton, Robert R. ACCELERATORS: machines of nuclear physics</p>	<p>10. QP 552 45 American Association for the Advancement of Science EVOLUTION OF SERIALS CONTROL</p> <p>11. TD 803 673 Green, Henry L. PARTICULAR CHANGES: data, words, and style</p> <p>12. TH 475 61 Shaw, H. J. SPECIFICATIONS</p> <p>13. TK 157 045 Cook, Nelson M. BASIC MATHEMATICS FOR ELECTRONICS</p> <p>14. TK 543 87 Peck, Frank W. ELECTRONIC PNEUMATICS IN ACCOUNTING OPERATIONS</p> <p>15. TL 547 7 54 Bessley, Paul H. THE SURVIVAL BOOK</p> <p>16. TH 269 45 Wells, James R. OPERATIONAL RESEARCH AND STATISTICAL APPLICATIONS</p> <p>17. TK 577 67 Charbell, Roscoe TOPS AND CYRUSOPS</p>
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<p>Name: _____          Ring: _____          Please send the following book(s) to me as soon as possible          (Circle numbers)          1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17          (1-12-60) P. Mar. 1960</p>	<p><b>LIBRARY SERVICE</b></p> <p>Request filled _____</p> <p>Reserve list of _____</p> <p>Your name added _____</p> <p>On loan, 2nd copy ordered _____</p>
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Hughes Aircraft Company, Ground Systems Group, Fullerton, California




Library Bulletins with Contents Displayed on Attractive Covers

**INDEX TO CURRENT TECHNICAL LITERATURE**




APRIL 1, 1960  
Vol. 36 No. 7

PHILOSOPHY AND HISTORY OF SCIENCE  
CHEMISTRY  
PSYCHOLOGY AND PHYSIOLOGY  
PHYSICS  
METALLURGY  
RESEARCH INSTRUMENTATION  
MATHEMATICS AND STATISTICS  
ENGINEERING



**NATIONAL LIBRARY WEEK • APRIL 3-9**  
TECHNICAL INFORMATION LIBRARIES  
PUBLICATION DEPARTMENT  
BELL TELEPHONE LABORATORIES  
NEW JERSEY

Bell Telephone Laboratories, New York



**library bulletin**  
CONVIR AERONAUTICS

5

AB80-0001-5 1 March 1960

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External Documents . . . . .	16
FORBIDDING MEATINGS . . . . .	23

Convair Astronautics, San Diego, California

**Applied Mathematics Literature**  
TECHNICAL INFORMATION DIVISION BULLETIN  
ESSO RESEARCH AND ENGINEERING COMPANY

Volume 4

October 31, 1960


No. 10

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Periodicals items found in the literature are classified in this bulletin under the following headings. When a heading does not appear in the "Table of Contents", an equivalent term will appear elsewhere during the period covered.  
 1. MATHEMATICAL TECHNIQUES  
 2. MONTÉ CARLO  
 3. NON-LINEAR PROGRAMMING  
 4. OPTIMIZATION  
 5. INFORMATION THEORY  
 6. ANALOG COMPUTERS  
 7. DIGITAL COMPUTERS  
 8. SIMULATION  
 9. STEEPEST ASCENT TECHNIQUE  
 10. MATHEMATICAL PROGRAMMING  
 11. OPTIMIZATION  
 12. DECISION THEORY  
 13. ECONOMIC THEORY  
 14. STATISTICAL METHODS  
 15. MARKOV PROCESSES  
 16. SYMBOLIC LOGIC  
 17. DIFFERENTIAL EQUATIONS  
 18. OPERATIONAL RESEARCH'S TECHNIQUES  
 19. INDUSTRIAL PROCESS CONTROL  
 20. ANALOG COMPUTERS  
 21. DIGITAL COMPUTERS  
 22. SIMULATION  
 23. STEEPEST ASCENT TECHNIQUE  
 24. MATHEMATICAL PROGRAMMING  
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 29. SYMBOLIC LOGIC  
 30. DIFFERENTIAL EQUATIONS  
 31. OPERATIONAL RESEARCH'S TECHNIQUES  
 32. INDUSTRIAL PROCESS CONTROL

For Company Use Only

Esso Research and Engineering Company, Technical Information Division, Linden, New Jersey



**Current Engineering Literature**

Volume 79  
May 27, 1960  
Number 77

This weekly announcement service is intended to bring timely available technical literature to the attention of research and engineering personnel of the Corporation. It is issued by the GM Research Laboratories Library, GM Technical Center, Warren, Michigan.

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NEW BOOKS . . . . .	58
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General Motors Research Laboratories, GM Technical Center, Warren, Michigan

## Comparative Statistics

It was observed earlier that diversity was the outstanding characteristic of library bulletins.<sup>1</sup> That statement is still certainly true today. There are no two bulletins alike. The 1952 observations were obtained from chemical, pharmaceutical, petroleum and food industries. The present survey reached engineering libraries in the aeronautical, space, electronics, public utilities and defense activities.

It is interesting to note the comparative statistics of the two surveys. Listed below are the frequency of ten characteristics common to both.

CHARACTERISTIC	JACKSON (50 Bulletins)	BLAIR (123 Bulletins)
Research reports covered	1	69
Horizontal page	2	8
Order forms provided	10	18
Multilith printing	12	79
Patents cited	21	3
Abstracts provided	26	17
One-column page	33	55
Tables of contents provided	35	15
Semi-monthly frequency	40	19
Standard-size page	45	77

## Lack of Readability and Emphasis

The San Diego review panel unanimously agreed that library bulletins seem to be the end product of a library production process and are not planned or tailored for the use of the reader! Some bulletins are not designed for reading ease and continually overburden the reader with extraneous information for library catalogs. An engineer couldn't care less to read most of the fringe information listed in bulletin entries. However, a library bulletin should furnish a complete address and phone listing to enable readers to order desired information quickly. Thirteen libraries gave no identification, and 50 furnished partial identification.

Many of the bulletins reviewed were difficult to read. Various factors are to blame for this difficulty. Sometimes the entries were too long, and the item a reader might want was buried or not properly accentuated. Poor printing made several bulletins hard to read. Photoreduction and the use of shingling various entries created a variety of print sizes

and reduced readability in some of the bulletins. Finally, some were just too bulky, and the physical amount of the material caused reading difficulty. It was observed that 41 bulletins were over 21 pages. This included two weeklies that were over 100 pages!

Most of the bulletins clearly revealed there was room for readability improvements. However, to human engineer the bulletin for the reader is not the whole answer. The project also must include the library circulation and processing functions. There is always a problem of compromise. Part of the solution to the bulletin problem is to "value engineer" order forms. Use a form that will complete a round trip if necessary. Make the form easy to complete, go through the mail and one on which the library can, if necessary, indicate reserve status without extra processing. Forms can be designed to become part of the circulation, receipt or reserve system. Some libraries use an automatic phone answering service to record requests for processing on a scheduled basis.

However, the major portion of the solution for improving library bulletins will require a tremendous change in format design. Bulletins should be designed for easy reading and quick identification of subject interest. This will mean listing and emphasizing first things first as the engineer sees them.

Librarians will have to use all of the tricks in the trade to illuminate the subject and titles of the articles, reports and books. Most engineers are first interested in the subject of material and secondly the title. Then, in descending order their interests lie in author, source, date, size and classification. Librarians do not agree on this order of entry importance, but this is the opinion of Mr. Woodson who has been observing this trait among engineers for several years.

Thus, bulletins should emphasize and illuminate the entry items in the order of their importance to the engineer. The subject can be emphasized by 1) the use of all capital letters, 2) heavier or darker print, 3) centering on page, 4) placing at outer margin, 5) using an underscore and 6) using initial capitals and lower case letters. Once the subject is illuminated, the next item to emphasize should be the title. The same tools for

emphasis can be used. Remember, however, the length of the item controls the emphasis process. All capitals and underscores lose their potency if the eye has to read extended entries. The ups and downs of the initial capitals and lower case letters assist the eye in perceiving long passages.

After the subject and title have been scientifically emphasized, the other elements can fall into place. Keep entries as brief as possible and remember it is easier to retain information that comes in small doses. It is best to use a highly reflective matte paper in preference to glazed paper. White paper and black print provide the best contrast. Further suggestions, such as optimum line length, type size and type face, are summarized on the legibility of printed matter in *WADC Report 54-160*.<sup>2</sup>

The former bulletin at Convair was not human engineered; however, after it was redesigned, some color used, order forms added and it was arranged by subject, circulation jumped 175 per cent. Several reports that had been listed in the old accessions list

and had remained untouched on the shelves for several months, circulated after they were recataloged and "illuminated" in the new bulletin. Thus, I believe librarians can improve the readability of their bulletins.

Think of the savings in engineering costs that can be achieved for an organization by redesigning the library bulletin and making it more readable. If the same number of references are covered but the format scientifically arranged for maximum reading ease so that each engineer saves five minutes of his reading time per week, the company saves over \$120,000 for every 4000 engineers! Simple mathematics reveal that five minutes is one-twelfth of an hour. A conservative estimate of hourly rates for engineers is \$7.20 per hour. One-twelfth of \$7.20, times the weeks in a year, times the 4000 engineers in a single department in one company totals \$124,800.00! Whether the librarian serves 4000 or 40 engineers, a few of their accumulated minutes conserved per week can save industry and government millions of dollars per year.

TABLE OF CONTENTS	
BOOKS	TECHNICAL REPORTS
Applied Mechanics .....	Accelerators .....
Biology and Medicine .....	Aerodynamics .....
Chemistry .....	Aeronautics .....
Crystallography .....	Applied Mechanics .....
Education .....	Astrophysics .....
Electronics .....	Ball Lightning .....
Engineering .....	Ballistics .....
Geology .....	Biology and Medicine .....
Industrial Procurement .....	Cameras-High Speed .....
Mathematics .....	Ceramics and Refractories .....
Military Science .....	Chemistry .....
Personnel .....	Civilian Applications of NE .....
Physics .....	Control Systems .....

Part of the Table of Contents in the Sandia Corporation Library Bulletin, Albuquerque, New Mexico

SUBJECT INDEX (CONTINUED)	
	PAGE
HIGH ALTITUDE SIMULATION .....	26
HUMAN ENGINEERING .....	26

A Section of the Subject Index of the Aerojet-General Corporation Library Bulletin, Sacramento, California

## Examples of Order Forms Contained in Library Bulletins

ENGINEERING LIBRARY MAIL ZONE #117	ENGINEERING LIBRARY MAIL ZONE #117
Requester: Name: _____ Signature: _____	Requester: Name: _____ Signature: _____
PRODUCT ENGINEERING 23 Feb 1960	PRODUCT ENGINEERING 23 Feb 1960
Requester: Name: _____ Signature: _____	Requester: Name: _____ Signature: _____
ROYAL SOCIETY, PROCEEDINGS 23 Feb 1960	ROYAL SOCIETY, PROCEEDINGS 23 Feb 1960
Requester: Name: _____ Signature: _____	Requester: Name: _____ Signature: _____
URBANANCE 23 Feb 1960	ROYAL SOCIETY, PROCEEDINGS 23 Feb 1960
Requester: Name: _____ Signature: _____	Requester: Name: _____ Signature: _____

REQUEST FORMS

TO: ENGINEERING LIBRARY MAIL ZONE #117	TO: ENGINEERING LIBRARY MAIL ZONE #117																								
Name: _____ Mail Zone: _____ City: _____	Name: _____ Mail Zone: _____ City: _____																								
I am interested in the library service indicated below in wanting:	I am interested in the library service indicated below in wanting:																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 50%; text-align: center;">Action Taken by the Library</th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td style="text-align: center;">1. _____</td> </tr> <tr> <td>2. _____</td> <td style="text-align: center;">2. _____</td> </tr> <tr> <td>3. _____</td> <td style="text-align: center;">3. _____</td> </tr> <tr> <td>4. _____</td> <td style="text-align: center;">4. _____</td> </tr> <tr> <td>5. _____</td> <td style="text-align: center;">5. _____</td> </tr> </tbody> </table>		Action Taken by the Library	1. _____	1. _____	2. _____	2. _____	3. _____	3. _____	4. _____	4. _____	5. _____	5. _____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 50%; text-align: center;">Action Taken by the Library</th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td style="text-align: center;">1. _____</td> </tr> <tr> <td>2. _____</td> <td style="text-align: center;">2. _____</td> </tr> <tr> <td>3. _____</td> <td style="text-align: center;">3. _____</td> </tr> <tr> <td>4. _____</td> <td style="text-align: center;">4. _____</td> </tr> <tr> <td>5. _____</td> <td style="text-align: center;">5. _____</td> </tr> </tbody> </table>		Action Taken by the Library	1. _____	1. _____	2. _____	2. _____	3. _____	3. _____	4. _____	4. _____	5. _____	5. _____
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4. _____	4. _____																								
5. _____	5. _____																								
	Action Taken by the Library																								
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3. _____	3. _____																								
4. _____	4. _____																								
5. _____	5. _____																								
Ordered from Bulletin number: _____	Ordered from Bulletin number: _____																								
KEY TO SYMBOLS USED ABOVE: A. Request filed B. Document withdrawn C. Request for Year not added D. Classified Requester (no answer) E. Reference Document available F. Other	KEY TO SYMBOLS USED ABOVE: A. Request filed B. Document withdrawn C. Request for Year not added D. Classified Requester (no answer) E. Reference Document available F. Other																								
DOCUMENTS WILL NOT BE HELD FOR AN INDIVIDUAL FOR OVER 30 DAYS	DOCUMENTS WILL NOT BE HELD FOR AN INDIVIDUAL FOR OVER 30 DAYS																								

**Feltman Research and Engineering Laboratories, Technical Information Section, Picatinny Arsenal, Dover, New Jersey**

More important than the sizable savings realized for the company through reduced scanning is the often ignored fact that the ideas and suggestions brought to library users through well-designed bulletins frequently brings the right information to the right individual at the right time, which in turn inspires some fertile mind to reach an unprecedented height. A new product is born, a new application to an old process is found or a modification and improvement to a current product comes into focus.

This is progress, this is new business, this is library service at its best! The point to remember is—do not bury information in hard-to-read, poorly printed, time-consuming bulletins. If you do, engineers will avoid reading them.

### Improvement Suggestions

After reviewing 123 library bulletins, a few ideas about better preparation came to the panel, and we pass them on for what they are worth.

**FORMAT.** Use elite type, it takes less space than pica, more information can be entered

APRIL 1961

**Convair—San Diego, Engineering Library, San Diego, California**

on a page, and it is more readable than the microtypes. Do not crowd entries; clearly space each reference using adequate techniques to accentuate or illuminate. Use the page in the vertical position, with one or two columns on a standard size sheet.

**BINDING.** One staple in the upper left corner was the most frequently used technique; however, side staples greatly improve the appearance. The most esthetic binding, if it can be arranged, is the saddle staple. One bulletin of 60 pages eliminated staples entirely by using a gum binding.

**COVERS.** Libraries using distinct covers were in the minority. This is a good opportunity for libraries to publicize their services and holdings. An attractive, well-designed, neat-looking cover on a bulletin can greatly assist the never-ending task of public relations to the staff and management as well. The inside covers are a natural setting for order forms, services available, location, phone numbers and mailing address.

**TABLES OF CONTENTS.** Any bulletin of multiple pages should display a table of con-

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<p><b>UNCLASSIFIED</b></p> <p>Army Electronic Proving Grounds, USAEPG-SIG-930-114. PLAN OF TEST EVALUATION OF UV-IR PHOTOMETER. 15 p. Sept. 1959.</p>	<p><u>240,967</u></p> <p>Photometers Test methods.</p> <p>1747-P</p>	<p><b>UNCLASSIFIED</b></p> <p>RIAS Technical Report 60-5 -- AFOSR TN-60-22. SOME EXTENSIONS OF LIAPUNOV'S SECOND METHOD. 35 p. Undated.</p>	<p><u>241,057</u></p> <p>LaSalle, J.P.</p> <p>Systems - Stability. Perturbation theory. Differential equations - Anal...</p> <p>1747-P</p>
<p><b>UNCLASSIFIED</b></p> <p>New York University, Institute of Mathematical Sciences, Research Report No. HT-4. --</p>	<p><u>240,988</u></p> <p>Lewis, R.M.</p> <p>Statistical</p>	<p><b>UNCLASSIFIED</b></p> <p>Great Britain, Royal Aircraft Establishment Technical Note No: MECH. ENG. 2E2 THE USE OF THERMAL FACTORS</p>	<p><u>241,072</u></p> <p>McNaughton, I.I. Bigg, F.J.</p>

The Catalog Card Format used in the Library Bulletin of the Naval Research Laboratory, Washington, D. C.

tents. Eight libraries in the survey used the cover to display the table of contents; this was found to be the most effective.

**ORDER FORMS.** Less than one-fourth of the libraries furnish order forms for users. We think it is essential to furnish readers with an easy method to order material. Design a form that can be used equally well between requestor and the circulation desk. Use the circulation control element and eliminate the time-consuming task of referring to the issue number, reference number and item, which then has to be translated into the accession number (or other circulation control element) for action.

**IDENTIFICATION.** It seems incredible, but no less than 13 libraries failed to identify their bulletins, gave no phone number, address or location, and furnished no indication of how to order material from the bulletin. These are all essential items and should be clearly indicated.

**BULLETIN BULK.** To be effective to the reader, it is suggested that the number of pages in a bulletin not exceed 25 pages. Several weekly bulletins surveyed were over 100 pages. It is hard to believe that any engineer or scientist could conscientiously digest that much material week in and week

out. We think it is better to inform patrons, if they want the complete picture on some subject, to come to the library and consult the library catalog, and not to depend entirely on the contents of the bulletin.

**FREQUENCY.** Eighty per cent of the bulletins were issued at least once a month. Most librarians will agree that the most important factor to consider in library bulletins is the timeliness of announcements. Bulletins should be daily or weekly to be truly effective and certainly no less than twice a month.

The comments received from many of the contributors to this survey indicate a universal desire to improve library publications. We wish to thank the 94 contributors who made this survey possible, and we sincerely hope the thoughts presented and examples displayed here will contribute to better publications for all libraries.

CITATIONS

1. JACKSON, Lucille. Some Observations on Fifty Technical Library Bulletins. *Special Libraries*, November 1953, p. 366-9.
2. BAKER, Charles and GREYER, Walter F. Visual Presentation of Information. *WADC Technical Report 54-160*, August 1954. Unclassified.

**AUTHOR'S NOTE:** Space limitations prohibit listing all contributors of library bulletins to this survey, but such a list is available from the author for those interested.

# The Library Technology Project

FRAZER G. POOLE, Director, Library Technology Project  
American Library Association, Chicago, Illinois

THE LIBRARY Technology Project, frequently referred to as LTP, was established under the sponsorship of the American Library Association, with the aid of a grant of \$136,395 from the Council on Library Resources, Inc. On April 30, 1961, the Project will have reached the end of its original two-year authorization. As this is written, there is little doubt that the Project will be continued, although the details have not been worked out.

This brief description of the Project is intended to provide readers of *Special Libraries* with some information about its activities with which they may not be familiar.

LTP's prime reason for existence, simply stated, is to enable librarians to spend more of their time in truly professional work by relieving them of the time-consuming tasks of locating and evaluating supplies and equipment and searching for better methods and better systems.

The Project carries on a broad program encompassing five major areas: 1) consumer testing of library products, 2) establishment of standards for library products, 3) research and development leading to new and improved products for library use, 4) systems studies and 5) development of an information service covering supplies and equipment. It should be emphasized that the Library Technology Project, within the limits of these objectives, is most concerned with technical devices and procedures that are of immediate and practical application in solving the day-to-day problems of libraries. Some examples of LTP's current activities may be of interest.

## Testing

In the testing and evaluation of library equipment and supplies, several programs are underway and additional studies are con-

templated. Those completed or in process include tests on adhesives, office-type laminators, pressure-sensitive tapes, photocopy equipment and catalog card stock. Under consideration are annual tests covering such equipment as typewriters, duplicating equipment, photocopy equipment, library-type record players and similar items. Evaluation of many other products used in libraries, including preservatives for leather bindings, mildew inhibitors, marking inks and preservatives for microfilm, is either planned or underway.

## Standardization

Standards for library equipment and supplies are being developed through a new sectional committee, Z-85, of the American Standards Association. Sponsored by the American Library Association and administered by the Library Technology Project, Z-85 now has subcommittees at work on library supplies, library furniture and steel book shelving.

Of particular interest to special librarians is an ALA-SLA sponsored program to develop performance standards for library binding. Phase I of this study seeks to identify those categories of binding for which, based on the end uses of the materials involved, performance standards are needed. Phase II is expected to produce both performance standards and acceptance tests for such standards. The first phase was completed early this spring and plans for the second are now being developed.

## Research and Development

In this area, the Project has recently awarded a contract for the second phase of a study to design equipment for producing labels for marking books, as a substitute for present lettering methods. This has necessitated the design of new hardware, as well as

the identification of superior adhesives, label materials and imprinting method. It is expected that a number of prototype models will be available for field testing within the next few months.

Similarly, a program to develop an improved device for holding and displaying newspapers was begun last December. At the same time, work on an improved design for pamphlet boxes is expected to result in a better and more economical design than is currently available.

### Systems Studies

In the systems field, a comprehensive study of circulation control has just been completed. A full report and separate manuals for public, college and university, and special libraries are expected to be available soon. These manuals are designed to enable librarians to determine quickly and easily the most efficient and economical circulation system for their own situations.

Now underway and scheduled for completion in June, is a complete study of catalog card reproduction, which will evaluate all current methods and equipment in terms of costs, efficiency and application to varying situations. Phase II of this study will undertake the design of new and better equipment for card reproduction.

### Information Service

To provide the practical, useful information required to answer the many questions posed by librarians, the Project has assembled an unusually comprehensive collection of catalogs, standards and specifications. Visits to the plants of almost every major library equipment manufacturer and supplier and contacts with testing laboratories and research and development organizations have provided the staff with much basic information with which to answer the hundreds of requests received during the last year and a half.

From the viewpoint of the Library Technology Project, these requests have been particularly helpful because they have served to identify major problem areas and have thus

established guidelines for future work. The really fundamental problems, however, cannot be answered from a collection of catalogs but must depend upon the results of LTP's programs in testing, standardization, research and development and systems analysis.

The Project will continue to provide all possible assistance in answering librarians' questions in its field of responsibility and will give wide dissemination to the results of its several programs as they are completed. In this connection, it should be noted that LTP has a monthly column devoted to its activities in the *ALA Bulletin*. Project reports that lend themselves to brief treatment appear as articles in the *Bulletin*; reports of major investigations are published separately.

### Miscellaneous

Some of LTP's work does not fit readily into any of the above categories. One such program is a comprehensive study of fire protection and insurance of library resources, which was initiated early this year. This program is expected to develop criteria and recommendations for the protection of both existing and future library construction. Although the principal emphasis in this study is on fire, problems of damage from windstorms, explosion and floods will also be investigated. The study will develop recommendations for insuring both buildings and collections, will compile data on fire loss experience in libraries and will work with insurance carriers in achieving a more uniform basis for library insurance rates.

Occasionally, a librarian asks whether he can take advantage of the Project's facilities, even though he is not a member of the American Library Association. The answer, of course, is "yes," for although it is sponsored by ALA, the Project was established to assist *all* librarians, without regard to their professional affiliations.

Letters requesting information or inquiring about any phase of LTP's activities are welcome and should be addressed: Library Technology Project, American Library Association, 50 East Huron Street, Chicago 11, Illinois.

# The Copyright Law Revision

BORGE VARMER, Attorney, Office of the General Counsel  
Department of Health, Education and Welfare, Washington, D. C.

THE PRESENT copyright law has had the unfortunate fate of growing old at a tender age. It was enacted in 1909, and already in 1924 the first general copyright revision bill was introduced in Congress. Although the main concern at that time was to improve international copyright relations by adherence to the Berne Convention, the first general revision bill attempted to solve a number of other problems, especially those that owed their existence to the explosive development of the new communication media of film, radio and phonograph.

In the meantime, the international problems have found a workable solution in the Universal Copyright Convention, but the other problems have grown even more troublesome with the invention of television, the production of new and better copying and printing equipment and, more generally, with the vast increase in intellectual activity. It is the urgency of these problems that has prompted the current revision efforts which, centered in the Copyright Office, are followed with hope and excitement by many interested groups and individuals.

The revision attempts, initiated by the 1924 bill, continued through the twenties and thirties. They were brought to a halt when the Second World War broke out and for a while forced even the most concerned individuals to suspend the realization of their humanitarian aspirations. The issues, how-

ever, were not forgotten. In 1945, in one of the best articles on copyright written in the United States, Professor Zechariah Chafee, Jr., stated:

A thoroughgoing revision of the Copyright Act is badly needed in view of the vast increase in the pecuniary value of literary and artistic property, and the complex problems concerning its protection which have been raised by the motion-picture, the radio, and other novel methods of creation and infringement.<sup>1</sup>

Now, 16 years later, we are somewhat closer to a solution of these problems, and yet, there is reason to believe that all possible support is needed to reach the final goal. Experience from past revision efforts has taught us that the enactment of a new copyright law is not an easy task. Many of the revision bills introduced in Congress during the twenties and thirties were subjected to extensive committee hearing, and a vast number of interested groups and individuals expressed their concern for a modernization of the copyright law. Nevertheless, all the bills failed to pass. One bill was passed by the House of Representatives and another by the Senate, but none of them was approved by both houses.

The reason for that was partly that some of the interested groups were sharply divided as to which direction a new law should take. A reading of the various hearings leaves one with the disturbing impression that a number of groups only fought for their own narrow interests while others, who might have advanced a more positive attitude, simply stayed out of the fight. Everybody is, of course, entitled to fight for his own interests and views, but in a responsible society, the interests of others, and particularly those of society at large, ought not to be overlooked completely.

In this connection, a series of studies prepared under the auspices of the Copyright Office offers everybody a splendid opportunity to acquaint himself not only with the

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EDITOR'S NOTE: Mr. Varmer was formerly employed as an Attorney in the Copyright Office. The views expressed in this article, however, are his own and do not represent the views of the Copyright Office or the Department of Health, Education and Welfare. It is hoped that this article will evoke comments and criticisms from SLA Divisions and individual members. Letters, which will be most welcomed, should be sent to Chester M. Lewis, Chairman, Copyright Law Revision Committee. Mr. Lewis is Chief Librarian, *New York Times*, 229 West 43rd Street, New York 36.



problems but also with the various ways in which the problems may be solved. The Copyright Office studies are now being made available in a series of committee prints issued by the Subcommittee on Patents, Trademarks, and Copyrights of the Senate Committee on the Judiciary. The studies cover a large variety of topics, many of which are of interest to librarians. A list of the studies is given at the end of this article.

According to plans, the studies are to be followed by a report outlining tentative proposals for revision, as a basis for discussion. The report will probably be subjected to close scrutiny at least by the groups that are directly affected by the copyright law, especially writers, composers, artists and other creators of literary and artistic as well as the various producers, merchants and users of literary and artistic property. To the extent that libraries, whether they serve a public or private purpose, make vast amounts of copyrighted material available to their clientele, they too have a stake in the development of the copyright law.

Among the problems that have bearing on a librarian's work, the problem of photocopying is one of the more important. The various methods of photocopying have become indispensable to persons engaged in research and scholarship, and consequently to the libraries providing research material to such persons. In this area the libraries, and particularly the special libraries, provide an invaluable service to research by furnishing the individual researcher with the material needed by him for reference and study, and ultimately to the public which benefits from his work.

Before the invention of efficient photocopying equipment, individual scholars had to make manual transcriptions if they needed copies for their own use, and this practice has never been challenged. On the contrary, there is reason to believe that any person, and not only a researcher, may make such copies without interference by the copyright owner as long as he makes only one copy of each item for his own use. Manual transcription imposes its own quantitative limitations and does not interfere to any noticeable extent with the interests of copyright owners.

But reproduction for private use takes on different dimensions when made by modern photocopying devices capable of reproducing any volume of material in any number of copies. The competition created by extensive photocopying is unfair not only to copyright owners but may be harmful to scholarship and research by diminishing the marketing possibilities of the journals without which the copies could not be made.

The problem of photocopying, however, is not the only problem that affects libraries. Problems relating to "fair use" in general, to the copyright notice and to unpublished works seem to be of equal interest; and other problems may be mentioned.

In general librarians have not yet given great attention to the revision of the copyright law. Only the problems related to photocopying of copyrighted material has been given some attention. Under a grant from the Council on Library Resources, Inc., the Joint Committee on Fair Use in Photocopying has made a study of photocopying practices in representative libraries. It is expected that the committee, which is headed by Edward G. Freehafer, Director of the New York Public Library and representative of the Association of Research Libraries, and which includes representatives of the Special Libraries Association, the American Library Association and the American Association of Law Libraries, in the near future will make proposals regarding the making of single photocopies of copyrighted works, or parts of such works, for scholarly and scientific purposes.

Another group, the Committee to Investigate Copyright Problems Affecting Communication of Educational and Scientific Information, has concerned itself with the problems created by the practice of making multiple copies for scientific and related purposes. The group is studying proposals under which it will be possible to take advantage of multiple photocopying without damaging the interests of copyright owners.<sup>2</sup>

In a recent article in the *ALA Bulletin*, the Chief of the Copyright Cataloging Division of the Library of Congress, Joseph W. Rogers, has pointed out that although special copyright law revision committees of the

American Library Association, Music Library Association and Special Libraries Association have been in existence for some time, these committees have found it difficult to formulate views representative of the interests of their respective organizations because such views have not been forthcoming from individual members.<sup>3</sup> One exception is the recommendation by the Geography and Map Division of the Special Libraries Association, adopted at its summer session in 1959, that a new law require the inclusion on copyrighted maps of "a notice of copyright in the long form, including the copyright claimant's full name and address and the year date of publication."

It is generally assumed that copyright is an incentive to creative production. This, however, is difficult to prove. The best books are written because their authors have to write them, and many of the most valuable literary and artistic treasures of the past were created without the benefit of copyright protection. But this fact, on the other hand, is not a reason for diminishing the protection now offered. The manner in which a society rewards its authors determines one of the standards by which its degree of civilization is measured and therefore cannot be without interest to anybody who is concerned with the cultural development of the future. Librarians, as other members of the academic professions, have a special responsibility in the promotion of this development.

#### Citations

1. Reflections on the Law of Copyright. *Columbia Law Review*, vol. 45, 1945, p. 503.
2. For more details on the problem of photocopying, see Revision Study No. 15.
3. Libraries and Copyright Law Revision—Progress and Prospects. *ALA Bulletin*, January 1961, p. 56.

#### Copyright Law Revision Studies

The first print contains Studies 1-4:

1. The History of U.S.A. Copyright Law Revision 1901-1954 by A. A. Goldman
2. Size of the Copyright Industries by W. M. Blaisdell
3. The Meaning of "Writings" in the Copyright Clause of the Constitution by staff members of New York University Law Review under the

guidance of Professor Walter Derenberg

4. The Moral Right of the Author by William S. Strauss

The second print contains Studies 5-6:

5. The Compulsory License Provisions of the United States Copyright Law by Harry G. Henn
6. Economic Aspects of the Compulsory License in the Copyright Law by W. M. Blaisdell

The third print contains Studies 7-10:

7. Notice of Copyright by Vincent A. Doyle, George D. Cary, Marjorie McCannon and Barbara A. Ringer
8. Commercial Use of the Copyright Notice by W. M. Blaisdell
9. Use of the Copyright Notice by Libraries by Joseph W. Rogers
10. False Use of Copyright Notice by Caruthers Berger

The fourth print contains Studies 11-13:

11. Divisibility of Copyright by Abraham L. Kaminstein with supplements by Lorna G. Margolis and Arpad Bogsch
12. Joint Ownership of Copyrights by George D. Cary
13. Works Made for Hire and on Commission by Borge Varmer

The fifth print contains Studies 14-16:

14. Fair Use of Copyrighted Works by Alan Latman
15. Photoduplication of Copyrighted Material by Libraries by Borge Varmer
16. Limitations on Performing Rights by Borge Varmer

The sixth print contains Studies 17-19:

17. The Registration of Copyright by Professor Benjamin Kaplan
18. Authority of the Register of Copyrights to Reject Applications for Registration by Caruthers Berger
19. The Recordation of Copyright Assignments and Licenses by Alan Latman, assisted by Lorna G. Margolis and Marcia Kaplan

The seventh print contains Studies 20-21:

20. Deposit of Copyrighted Works by Elizabeth K. Dunne
21. The Catalog of Copyright Entries by Elizabeth K. Dunne and Joseph W. Rogers

The eighth print contains Studies 22-25:

22. The Damage Provisions of the Copyright Law by William S. Strauss
23. The Operation of the Damage Provisions of the Copyright Law: An Exploratory Study by Professor Ralph S. Brown, assisted by William A. O'Brien and Herbert Turkington

24. Remedies Other Than Damages for Copyright Infringement by William S. Strauss

25. Liability of Innocent Infringers of Copyrights by Alan Latman and William S. Tager

Printed copies of the following Studies, grouped as indicated, will later be available in this continuing series of committee prints:

The Unauthorized Duplication of Sound Recordings by Barbara A. Ringer

Copyright in Architectural Works by William S. Strauss

Copyright in Choreographic Works by Borge Varmer

Protection of Unpublished Works by William S. Strauss

Duration of Copyright by James J. Guinan

Renewal of Copyright by Barbara A. Ringer

Protection of Works of Foreign Origin by Arpad Bogsch

Copyright in Government Publications by Caruthers Berger

Copyright in Territories and Possession of the U. S. by Borge Varmer

## Developments in Photoreproduction

LORETTA J. KIERSKY, Librarian

Air Reduction Company, Inc., Murray Hill, New Jersey

Chairman, Photographic Reproduction Committee

### Microcards

THE LONG-AWAITED Microcard copying device has at last made a public appearance. Microcard Copier Type I has been demonstrated by representatives of the Microcard Reader Corporation, West Salem, Wisconsin. The copying device will provide a positive copy, 8½ x 11 inches in size, directly from the Microcard.

Anyone can operate the machine with little instruction. The operator looks through a viewing window at the front of the machine to determine the placement of the particular micro page to be copied. The image is magnified, which makes placement easy. When the wanted micro page is in position, a button is pressed and the machine automatically produces an enlargement. This takes less than a minute. After the first 30 seconds another copy may be started if more than one is needed.

The process requires paper of two kinds and a liquid developer. Two rolls of paper, 100 feet in length, are loaded into the machine. One is a roll of positive copy paper, the other is the negative matrix. Approximately 90 copies can be made without reloading the machine. Copy comes out of the machine in a semi-dry state. Positive paper and negative matrix are peeled apart and in

a few seconds a dry positive copy is ready for use. Cost of the copy is expected to be between 12 and 15 cents.

The copier is a desk type model with approximately the weight of an electric typewriter. Its dimensions are 12 inches wide, 17 inches high and 24 inches long. The price of the machine has not been definitely determined but is expected to be between \$875 and \$925. The machine will be shown at the National Microfilm Association Convention in Chicago, April 4-6, and at the Special Libraries Convention in San Francisco.

The new copier should provide an impetus for the increased use of Microcards in libraries and also for their use as a medium for primary publishing. Considerable space-saving could be effected, for example, by obtaining in this format the publications of the Atomic Energy Commission (AEC), The Armed Services Technical Information Agency (ASTIA), The National Aeronautics and Space Administration (NASA), or back years of the Official Gazette.

The recently introduced two-sided Microcard offers obvious advantages: elimination of the curl that develops in one-sided cards and more text in less space. Up to 160 pages can now be stored in this format. Microcards can be filed approximately 65 cards to the

inch. The two-sided cards offer an additional possibility: the inclusion of a magnetic strip to permit search and retrieval by electronic methods.

### Copying Papers

Two new types of paper are available for use with Thermo-Fax copying machines. The manufacturer, Minnesota Mining and Manufacturing Company (3M) calls them "systems" papers. The new papers are Thermo-Fax Type "A" pink systems paper and Type "B" white systems paper. Used together, they produce a permanent black-on-white copy for less than two cents.

Type "A" pink paper is used for typing, writing or printing just as ordinary office paper is used. It serves as an original or a master. Type "B" white paper is high quality stationery-weight copy paper. The Type "A" paper master and the Type "B" copy paper are inserted into the Thermo-Fax machine together. The resulting copy is produced in about four seconds.

A library bulletin having a circulation up to 100 copies could be produced by this method. Four masters, exactly the same, can be obtained by typing on a set of four type "A" paper masters interleaved with carbon. Up to 25 copies can be obtained from each one of these masters. This method of reproduction could also be used to obtain a variety of library forms. The Type "A" paper can be preprinted with letterhead or other repetitive-type information.

### Aperture Cards

The growing trend of exchanging microfilmed data on aperture cards, such as engineering drawings, presents a new variation in methods for the transmission of information. Duplicate card decks are produced for multiple points of use and reference. A new automatic aperture card copier, designed for large volume production of duplicate "Filmsort" brand aperture cards has been announced by Minnesota Mining and Manufacturing Company (3M). It is a card-to-card printer called Filmsort Uniprinter 041. The original aperture cards and the blank

copy cards are stacked in individual feeders in the machine. When a button is pressed, two cards, the original aperture and the blank copy, are fed into an exposure pocket that moves through the developing chamber. "Duplicard" copy cards can be obtained at the rate of 2,000 an hour. Installation cost is about \$25,000. Aperture cards can be duplicated by commercial service centers.

A new type of aperture card, for use in tabulating machines, has been developed by Microseal Corp., Chicago. Called the Microseal "D" card, it can be obtained from Remington Rand Systems, New York. It provides protection for the microfilm image with a transparent acetate jacket that is set into the aperture. The microfilm is inserted into the jacket. Duplicate Microseal cards can be made from the original cards. Paper enlargements can be obtained from photographic or electrostatic printers. A print can be obtained, for example, by placing the aperture card in a microfilm reader-printer.

Microseal Corporation also offers three new machines: the Hand Mounter Model D-2 for mounting images in the aperture; the Verifier Viewer Model D-2, for verification of the mount; the Diazo Duplicator Model Z-1. Each costs \$300. A completely processed dry diazo copy can be obtained from roll diazo film in about 30 seconds.

### Binocular-type Readers

There has been some discussion in the United States of developing a binocular-type reader for viewing Microcards. Two models of the V. C. Personal Reader are available from Micro Methods Ltd., London. Readers are similar in appearance to a low power microscope. They accept both Microcard and microfiche format. Each has a magnification of 20X. The Monocular model weighs  $2\frac{3}{4}$  pounds and costs £18 (approximately \$50); the Binocular model weighs  $3\frac{1}{2}$  pounds and costs £30 (approximately \$84); both are 13 inches high. Either occupies a desk area of 10 inches x  $5\frac{1}{2}$  inches. They are portable and can be stripped down and packed for traveling.

# CURRENT CONCENTRATES Of The Library World

FUNDS FOR PERFORMANCE of research and development by industry totaled \$9.4 billion in 1959, a 15-percent increase over 1958. The 1958-to-1959 increase was double the 1957-to-1958 increase and reflects the continued expansion of industrial R&D activities characterizing the past decade. In 1960 funds for industrial R&D performance are expected to reach \$10 billion, according to estimates by industrial firms.

Federally financed R&D performance by industry in 1959 amounted to \$5.4 billion, exceeding the 1958 level by 17 percent. This \$5.4 billion amounted to 57 percent of total industrial R&D funds. R&D performance financed by the companies themselves totaled \$4.0 billion, an increase of 12 percent over the 1958 total.

Funds for industrial basic research totaled \$344 million, or 4 percent of the total of \$9.4 billion for research and development. This dollar volume of basic research performance was 17 percent greater than in 1958, and nearly double the 1957-to-1958 increase of 9 percent.

In the industrial sector of the economy, the impact of research and development has been particularly significant. Many industrial enterprises have maintained scientific research and development programs as integral parts of their operations to encourage the steady flow of new and improved products and processes that are characteristic of a dynamic, competitive economy. Industrial research and development performance has comprised approximately three-fourths of the annual dollar volume of the national R&D effort in recent years. The remainder is performed by the Federal Government, colleges and universities, and other nonprofit institutions.

In fact, the main part of the enormous increase in industrial R&D performance since

1953 has been federally financed research and development. Federal funds for industrial R&D performance increased almost fourfold, from \$1.4 billion in 1953 to \$5.4 billion in 1959. During this seven-year period, R&D performance financed by company funds showed a somewhat smaller increase from \$2.2 billion to \$4.0 billion.

Aside from the scientific and technological advances achieved through industrial research and development, the tremendous sums used in such activities have a direct economic impact on the economy. In some ways, outlays for research and development may be compared with capital expenditures for new plant and equipment, since both involve management decisions with respect to alternative uses of funds for production in future time periods. In contrast to the sizable increases in industrial R&D funds from 1953 to 1959 business expenditures for new plant and equipment increased at a somewhat slower rate, from \$28.3 billion in 1953 to an estimated \$32.5 billion in 1959 or a 15-percent increase during the period. In 1958 business expenditures for new plant and equipment dropped 17 percent from the previous year while funds for R&D performance increased seven percent. Furthermore, it should be noted that estimates for 1960 show increased R&D expenditures despite indications of a slackening of some business activities. This aspect of research and development was emphasized recently by an industry official, as follows: "Research isn't something that starts up or gets stopped with short-term changes in the business outlook." Thus, the progressive annual increases in industrial R&D expenditures have tended to exert a stabilizing influence on the economy.

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Extracted from *Reviews of Data on Research & Development*, No. 24, December 1960, NSF-60-81.

# Planning the New Library:

## Hughes Aircraft Company's Ground Systems Group Technical Library

DORIS H. BANKS, Librarian  
Hughes Aircraft Company, Fullerton, California



**T**HE REAL ADVANTAGE in planning a new library is found in the key word, planning. To plan is to organize work effort toward a goal. The crux of the plan is the goal. Many of us have bled through statements of objectives, whether for a term paper, a new projects request or hiring an additional staff member. Few of us, however, have enjoyed that rare opportunity of developing a set of objectives for a new library organization.

How does one begin to put down on paper the objectives for a library that is part of the information services of a company engaged in the national defense effort? Of course, a librarian first relies on familiar techniques and searches for other statements of objectives or textbook leads for goals for libraries. There being little help here, one proceeds to poll fellow librarians, who are always cooperative. Nonetheless the straight fact soon emerges that this is a roll-up-the-sleeves and pull-the-chair-under-the-desk operation, requiring a good supply of paper, sharp pencils and plenty of erasers.

Library objectives must at all times fit into, or at least avoid conflict with, the larger organization goals, difficult as these may be to discern. The technical library in industry plays a logical role. Competition is an essential of the national economy, and the profit dollar is often a positive end of industrial effort. The technical library, then, works toward providing adequately accessible information materials to support company personnel in developing competitive products to achieve profit. That's the what, where, who and why. When de-

pends upon the nature of the company's effort and the availability of free or subscribable library resources.

Hughes Aircraft Company built a new facility for the Ground Systems Division in 1957 at Fullerton, in Orange County, Southern California. Extensive library collections are an hour or two's drive away, and using the nearest library resource for research requires most of a day, even though limitless cooperation is extended. Therefore, the accurate information needs of Ground Systems Group must be anticipated and defined and a substantial basic collection provided on the site.

The Hughes Aircraft Company began in 1935 as a small industry formed to design and build airframes. Developing some electronic devices for use in aircraft, the company in 1948 shifted emphasis with the introduction of an electronic fire-control system for all-weather jet interceptors. Today, Hughes Aircraft Company is one of the nation's largest suppliers of military electronics equipment.

Electronics is not a static industry, and company direction has been toward diversification and decentralization. There are two research activities in Hughes Aircraft Company and three major operating groups, Aerospace, Components and Ground Systems. The Aerospace Group's facility in Culver City, California, is concerned with airborne radar and armament control, navigation and communication systems, guided missiles, space technology, nuclear electronics and microwave and infrared technology. The Components Group, located in Costa Mesa, California, produces semiconductors, vacuum tubes, microwave tubes, industrial systems and controls, filters, oscillators and amplifiers.

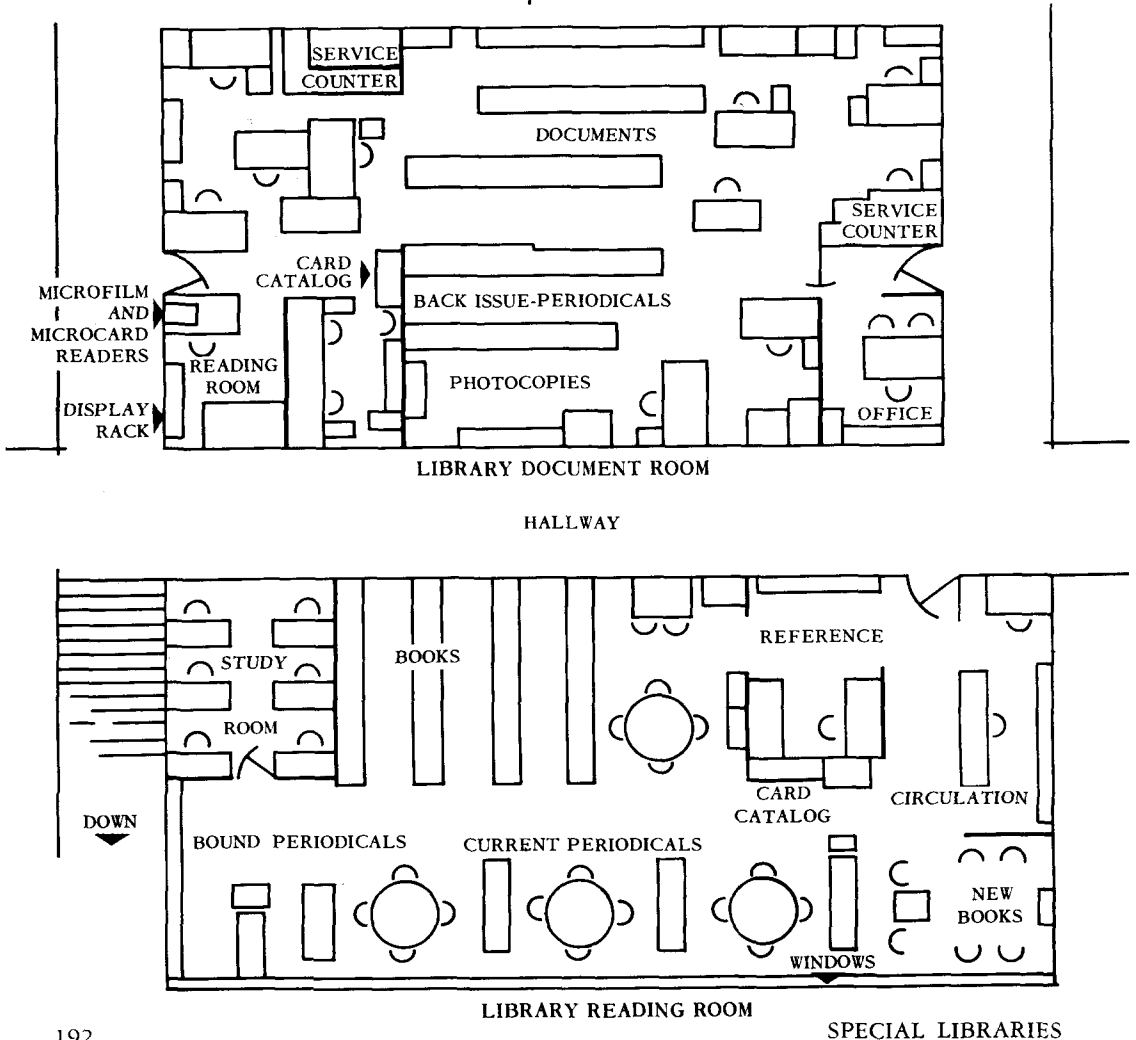
Ground Systems was formed as a laboratory in 1953, conducting research into new systems and techniques in connection with the development of ground- and ship-based radars, digital computers and data processors and electronic displays for the nuclear-space era. These activities include a substantial research and system analysis function. Ground Systems is a completely integrated organization, fully capable of performing all engineering, manufacturing and administrative functions required for its projects.

As an integrated function of a large company, Ground Systems can rely some-

what on other company libraries. However, borrowing information is a poor substitute for providing immediate access, and management direction at Ground Systems has been toward building a collection to meet its own information needs as fully as reasonably possible.

Providing adequate information resources to cover the scope defined above requires some input regarding information needs. The technical library has worked from early days through a library steering committee composed of one representative from every major organizational function. The committee has an advisory function

Floor Plan: The document room covers 1,484 square feet; the reading room 1,728 square feet.





The librarian, information retrieval section head and supervisor of technical processes at work at the circulation desk.

Hughes

and a liaison function; it informs the library of project needs and tells project personnel of library developments. At its first meeting the steering committee approved its own objectives and accepted the statement of library objectives.

Having prepared a statement of objectives, some scheduling must be established. How long before the library will require more space? What library space and manpower will serve five years hence? If the first need is a sound basic collection, when can this be provided? How much can one person achieve alone in four months? How soon can a statement be issued that library service is available? Immediately, rigid limitations loomed upon what had seemed next door to infinity. A six-months' schedule was in order, and in six months a performance report was due, along with the next six-months' goals.

A librarian was hired for Ground Systems in September 1957, and the first bold emergency-only library service was offered two months later from a temporary headquarters for planning, a corner room previously used for conferences. All that time, ordering, receiving, circulating and answering questions were done on a make-do basis. The first permanent building was scheduled for occupancy 15 months later. The second floor front was already reserved for the library on the master plan. Unfortunately, no vault area was in the

building plan, which required the library to make its first compromise. If there is the remotest possibility of obtaining one, a vault is a must requirement for an efficient technical library operation and well worth concerted, undiminished effort.

Library floor space, manpower and budget needs were based on the averages found for comparable library service in similar companies. Typically, we found no one pattern but several "not like that." However, we were able to establish some ratios based on the number of people served. Potential library customers, we found, could be equated with the number of professional employees on the total personnel force such as engineers and associate engineers. This personnel term needs individual definition.

Using telephone-acquired figures collected in 1956 we established the following data for seven companies:

RATIO, LIBRARY STAFF TO PRO- FESSIONAL EMPLOYEE	RATIO, LIBRARY SQUARE FEET TO PRO- FESSIONAL EMPLOYEE
21/450 = 1:22	Unknown
26/950 = 1:36	Unknown
17/800 = 1:49	4000/800 = 5:1
24/1440 = 1:60	8000/1440 = 5.5:1 (3 libraries)
13/1000 = 1:77	Unknown
34/2900 = 1:85	8000/2900 = 2.75:1
22/2695 = 1:123	7700/2695 = 2.75:1 (3 libraries)
AVERAGE 1:65	AVERAGE 4:1



Library service, in this same survey, was found to cost from one to three dollars a month for each professional employee. Many similar surveys have been conducted since 1956, and Hughes seems to have some success with its surveys, perhaps because it has always made comparable Hughes data available for release at the time of the survey.

Applying these ratios to projection of Ground Systems' anticipated growth, we found a need for seven library staff members in 1958, nine in 1959, eleven in 1960 and twelve in 1961. Such rapid growth in the first year was not possible, and we had limited service from a staff of four in 1958, growing to nine in 1959 and to twelve in 1960. Group growth has been faster than early predictions, which had indicated a leveling at twelve for the library staff. However, these same ratios are applicable here and are recommended for consideration.

Application of our established ratio showed floor space requirements to be 2,000 square feet. An educated estimate of shelving needs through two years' growth was made, based on an average of seven books a shelving foot. Fitting these into the allotted window-front location made it instantly clear that the full 2,000 square feet was absolutely required. The master plan area was less than this, so an adjacent area was promptly earmarked "library workroom." The floor plan approval was achieved in time to order furniture for delivery at the time of occupancy. With only one extension, this space has proved adequate for two years' growth.

The busy area near the circulation desk has been confined to a near-the-entry center, and an aisle through the stacks leads to a soundproofed study fitted with individual study carrels. The noise of the workroom (ordering, processing, cataloging) is separated from the reading room by a corridor, and the service counter is a short distance from the circulation desk. Sjostrom furniture, in blond wood, is used throughout the reading room. The current periodicals shelving allows current issues to be housed with recent back copies in a bindable size stack, eliminating the interim storage section. The workroom and the documents room are equipped with General Fireproofing metal furniture. Because a vault was impossible for classified documents storage, lockable shelving, not unlike kitchen cabinets with three movable upright supports a shelf, was designed for this purpose. This has proved more convenient than five-drawer files or single-compartment-doored horizontal shelving units but far less efficient than vault storage.

The technical library at Ground Systems is functionally one-half the information retrieval section and the other half is master files, concerned with internally-generated reports and correspondence, military (and similar) specifications and standards, company slides and films, trip reports and secret documents control. The library builds the collection of books, periodicals and documents (externally generated) and provides access to this information. Vendor catalog information is the responsibility of other groups at the project level.

The documents room where catalog cards are prepared from the McBee ditto master.



*Hughes*



*Hughes*

The workroom,  
behind-the-scene  
activity keeps the  
reading room  
equipped and  
running smoothly.

In order to provide service, the library is organized into three functional groups. Technical processing is responsible for ordering, cataloging, and controlling circulation of reading room materials, including photocopy service. The documents staff is concerned with similar services for ASTIA and other technical documents. The reference staff has a mission of working through all library areas to provide answers to questions, which include recommendations of books to order and subject areas inadequately represented in the library, as well as cataloging entries that would be helpful to library users.

Because of its comparably easy provision, reading room service was our first goal, and other company libraries were relied on for documents service. Independent technical documents service was not achieved until the end of the first year.

Form is kept to a minimum, and the employee who prefers to phone a request, to talk in person with a library staff member or to search the catalogs himself is not discouraged. Nonetheless, our first proposal was for one library request form that might serve the user for submitting any request for library service. In practice, this form has been used primarily for order requests, particularly for extended loan materials, which require approval. An extended loan book or periodical subscription is one an employee needs at his desk for fairly constant reference. Such items are not issued from the library but are ordered specifically for individuals.

Another early decision was made in attempting to resolve the time lag at the  
APRIL 1961

circulation desk, both in knowing where a particular book is and knowing at the same time what books an individual is charged with. The solution arrived at is temporary, until circulation reaches 100 a day, and offers also preprinted overdue notices with one typing. Every book in the reading room has a book card in its pocket, requiring a borrower merely to sign his name, building number and mail station code. Daily pre-stamped date due slips, in the form of bookmarks explaining general borrowing rules, are inserted as reminders. Each day, the previous day's circulation information is typed on a preprinted tear-out overdue notice form, which serves as man-file records in the meantime. These are color-coded each week, for overdues mailing convenience. Well over 50 per cent of Ground Systems library circulation requires at least one overdue notice, and man-file information is required to check library obligations of a terminating employee.

Library of Congress cards are used as much as possible for cataloging, with added subject entries to tie in Ground Systems interests. A list of subject headings or subject authority file is maintained. Cards for entering the Hughes union catalog are provided the Culver City library. A complete catalog of microfilm-Xerox copyflo cards, duplicating the Culver City library's card catalog, is maintained at Ground Systems.

Preprinted library order forms, 5 x 8 inch, have been designed and approved by vendors and Ground Systems management. Library order record, vendor copy,

accounts payable copy, Library of Congress card order and temporary catalog card are the five parts of the tear-out form. Rather than hire a librarian for the purchasing department, the library initiates its own library orders.

Another dual purpose device grew out of considerations for mechanized circulation control systems. McBee cards are used with ditto master inserts for technical documents identification information. The identification is typed on the ditto master section for each document and is dittoed on a chargeout card and two preprinted overdue notices when the document is ready for circulation. Identification is also dittoed on catalog card stock for as many card entries as are required for the documents catalog. This dittoed information can also be used to provide a copy of the catalog card for a borrower's own file and has the hidden value of ensuring that that borrower will request the document in terms used in the catalog. It can also be used for preparing card bibliographies for literature search results.

Documents are coded when they are received, four digits representing agency (the first five hundred agencies are also

alphabetical), two digits representing contract number and four digits for chronologically received accessions number for each contract. Finding and reshelving documents by code has been a significant time-saver. The code is punched on the edge of the McBee card, as well as the week checked out (1, 2, 3 or 4) and borrower's payroll number (5 digits). The master card is punched with the Ground Systems contract number for which the report was ordered.

Documents are circulated for a period of four weeks, and a reserve system is provided. To alleviate processing time lag, the requestor is notified that the report ordered for him is available in the documents reading room. That report is not listed on the documents accessions list until after the requestor is notified and is held for examination in the documents reading room two weeks after listing. This holding technique eliminates many unnecessary circulations.

A function developed for customer service dies a quick death when it runs out of customers. All the time the collection was being built and techniques developed, employees were encouraged to use the technical library. The *Hughesnews* featured a

**VITAL STATISTICS FOR HUGHES AIRCRAFT COMPANY GROUND SYSTEMS  
GROUP LIBRARY**

Total square foot area	3,212
Staff	13
Professional	6
Nonprofessional	7
Employees served at location	7,000
Average number of users per day	112
Books and bound and unbound periodicals as of April 1, 1961	5,200
Current periodical subscriptions	320
Total documents	12,300
Date of completion	December 1958
Planned by librarians, library consultants and architect	
Special facilities or equipment: Cormac photocopy equipment, Recordak microfilm reader, file of Hughes employees who can translate	
Other unique feature: Library collection is extended by Extended Loan system, by which method the individual employee has a desk reference collection of his own choice, purchased through the library.	



*Hughes*

The reference  
librarian at the  
card catalog  
opposite the  
library reference  
center.

flattering article, the library steering committee has spread the word, personnel services has arranged for the librarian to speak to all new technical staff members at regular indoctrination meetings, bulletin boards in strategic locations are changed every week, weekly reading room accessions lists are distributed to 300 people with a convenient tear-off request form and biweekly documents accessions lists have the same distribution.

A recent device is a five and a half minute movie, in which we experimented with a new film technique. A fast film has been developed that uses available light. Coupled with an in-camera sequencing approach, later taping a sound track narration, this

breakthrough provides excellent training or promotional material at ten dollars a minute.

We have prepared attractive service guides that are brief and to the point. All three areas of library service are covered. These are placed in convenient bins labeled "Help yourself." Perhaps our greatest strength in good public relations has been the encouragement through the staff of a "May I help you?" attitude.

The whole picture of library planning clearly shows consistently strong administrative direction and fine management support. Good library techniques have been allowed to develop, nurturing growth toward good library service.

### Summer Institutes and Special Courses

The American University School of Government and Public Administration has announced two institutes to be held at the National Archives Building in Washington, D. C. THE EIGHTH INSTITUTE ON RECORDS MANAGEMENT, May 15-26, is a non-credit course covering principles, methods and techniques of modern records management. The FIFTEENTH INSTITUTE IN THE PRESERVATION AND ADMINISTRATION OF ARCHIVES, June 5-30, offers three semester hours of graduate or undergraduate academic credit. Application may be made by writing to Ernst Posner, Head, Records and Archives Administration Program, the American University, Washington 6, D. C.

A five-week course, MEDICAL LITERATURE AND REFERENCE WORK will be offered during the 1961 summer session, June 19-July 21, by the University of Illinois Graduate School of Library Science. Reference and bibliographical aids in the medical sciences will be covered. Regular students in the graduate school and other students and librarians not working to a degree are eligible. Requirements for admission are: adequate courses in biological science and/or experience in a medical library plus approval of the instructor. For further information write to the Associate Director, University of Illinois Graduate School of Library Science, Urbana, Illinois.

# *This Works For Us . . .*

## Setting Up a Technical Literature File

In 1959, it was decided to establish a technical literature section of the Radio Frequency Laboratories company library which would serve the entire organization, including engineers and the sales and purchasing departments. Many small catalogs and other data sheets were being misplaced, and too often engineers in need of technical data were spending much valuable time looking through catalog binders for specific bits of information. Then too, many new products are constantly being introduced into the electronics industry, and keeping up-to-date on this information had become a problem.

The task of establishing a system to file literature and catalogs so that it was easily accessible to the staff was assigned to me. As I am not technically trained, this task seemed potentially complicated. After pondering the question for several months, the Electronic Engineers Master (EEM) File System, developed by Electronic Engineers Master of Hempstead, New York, was adopted.

Here's how the system works. I took 52 standard manila folders and on the index tab of each placed a numbered gummed label provided free by EEM. Each number represents a specific product section. This set of folders was then placed in a file cabinet. Along with the labels, an index of all conceivable electronic items is provided by EEM, also at no cost. It lists approximately 2,800 products and indicates into which of the 52 product section folders material concerning each product should be placed. This index is also available in a publication called *EEM Catalog-Directory*, available from EEM.

Each time a catalog, data sheet or specification sheet arrives, from any source at all, I immediately go to the index, find the applicable product section number, mark it on top of the first page of the incoming material and file it in the applicable product section file folder. For example, all transistor material would be filed in EEM product section #4800, switches and circuit breakers in section #5100 and power supply in section

#4000. Also, each time an electronic publication comes in, sections concerning new products or technical data are clipped and filed in the applicable section folder.

When an engineer, purchasing agent or other interested employee requires data on a specific product, it is quite easy for him to go to the product-to-section index (which remains on top of the file cabinet at all times), find which of the 52 product folders contains the material he is interested in and pull the folder himself.

Several advantages to using this system are the following:

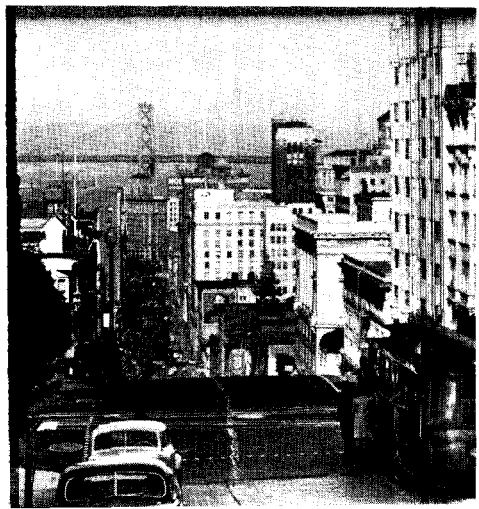
1. Although not technically trained, I can easily keep the file up-to-date. It is virtually impossible for the engineering department to know by name every manufacturer and its product. I had found it nearly impossible to keep a technical library in good working order simply by filing data according to a manufacturer's name. This is especially true when ten or more companies make the same product. The EEM system is based on filing by product category rather than by manufacturer alone.
2. A second advantage is that it is now easier for both technical and nontechnical personnel to locate material. All electronic components, equipment, materials and services are broken into *only 52* basic product classifications. When I file, for example, all transistor material in one file section, our engineers also have the benefit of being able to compare the specifications of many available transistors from different firms, at once.
3. Finally, money is saved. The system and information on how to set it up are free from Electronic Engineers Master, 60 Madison Ave., Hempstead, New York; waste of my time and the time of engineers and other technical personnel is greatly reduced; and the technical personnel are now free to do more technical work.

MRS. KENNETH GOULD, Catalog Librarian  
Radio Frequency Laboratories, Inc.  
Boonton, New Jersey

SPECIAL LIBRARIES

# 52nd Annual Convention Special Libraries Association

San Francisco  
Sheraton-Palace Hotel  
May 28-June 1, 1961



*San Francisco Convention & Visitors Bureau*

## SUNDAY, MAY 28

EXECUTIVE BOARD MEETING: 9:30 a.m.-12 noon; 2:00-5:00 p.m.

### Luncheon—12:00-2:00 p.m.

ADVERTISING DIVISION: Executive Committee

### Afternoon

REGISTRATION: 10:00 a.m.-6:00 p.m.

EXHIBITS OPEN: 2:00-6:00 p.m.

METALS DIVISION: 3:00 p.m. Executive Committee

SCIENCE-TECHNOLOGY DIVISION: 2:00 p.m. Executive Committee

### Evening—4:30-8:30 p.m.

Opening Reception: World Trade Club, World Trade Center Building (Ferry Building). Sponsored by San Francisco Bay Area Chapter

OPEN HOUSES: 9:00 p.m. Advertising, Biological Sciences, Business and Finance, Hospital, Publishing, Social Science and Transportation Divisions

## MONDAY, MAY 29

### Breakfast—8:00-9:00 a.m.

INCOMING DIVISION CHAIRMEN (Does not include breakfast)

SOCIAL SCIENCE DIVISION: Municipal reference librarians

### Morning—9:30 a.m.-12:00 noon

#### Opening Session

Presiding: Winifred Sewell, President, Special Libraries Association

Invocation: Dr. Edward V. Stein, Dean of Students and Associate Professor, Pastoral Psychology, San Francisco Theological Seminary, San Rafael

Welcome from the City of San Francisco: Honorable George Christopher, Mayor of San Francisco

Welcome from the San Francisco Bay Area Chapter: Marie Koutecky, President; Standard Oil Company of California, San Francisco

Introduction of Convention Committee: Dr. Paul Kruse, Convention Chairman; Golden Gate College, San Francisco

Summary of Exhibits: Rocco Crachi, Chairman Exhibits Committee; Technical Information Center, Lockheed Missiles and Space Division, Palo Alto  
Keynote Address: *Into the Mainstream*, Dr. Lawrence Clark Powell, Dean, School of Library Service, University of California at Los Angeles

**Luncheon—12:30-2:00 p.m.**

ADVERTISING DIVISION: (Restaurant outside of hotel)  
BIOLOGICAL SCIENCES AND HOSPITAL DIVISIONS: *Plague, Past and Present*, Dr. Leo Kartman; Biologist, San Francisco Field Station, Communicable Disease Center, Public Health Service, U. S. Department of Health, Education and Welfare  
BUSINESS AND FINANCE DIVISION  
INSURANCE DIVISION: Company representatives' luncheon—*Professionalization and the Insurance Industry*, Howard L. Martin, Dean, School of Business Administration, Golden Gate College, San Francisco  
METALS DIVISION: Business Meeting  
MUSEUM DIVISION: Brief communications by Division members  
NEWSPAPER DIVISION: Speaker: Dwight Newton, TV Columnist, *San Francisco Examiner*. Topic to be announced  
PICTURE DIVISION: Reports from Alice P. Hook, Chairman, Division Committee on Ethics of Picture Loans; John C. Larsen, Division Representative to SLA Committee on Special Classifications; Forest Alter, Chairman, Division Committee on Professional Standards  
PUBLISHING DIVISION: Luncheon in Sausalito, followed by Business Meeting  
SCIENCE-TECHNOLOGY DIVISION  
Engineering Section: Business Meeting  
Paper and Textile Section: Business Meeting  
Public Utilities Section: Business Meeting  
SOCIAL SCIENCE DIVISION: Business Meeting

**Afternoon—2:30-4:30 p.m.**

BIOLOGICAL SCIENCES DIVISION: Business Meeting  
BUSINESS AND FINANCE DIVISION: Business Meeting  
GEOGRAPHY AND MAP DIVISION: Business Meeting  
HOSPITAL DIVISION: 4:00 p.m. Business Meeting  
INSURANCE DIVISION: Business Meeting  
METALS DIVISION: Panel: *Abstracting Services in the Field of Metallurgy*. Moderator: James B. Dodd, Head, Information Services, Babcock & Wilcox Company, Atomic Energy Division. Speakers: J. S. Bristow, Editor, *Metallurgical Abstracts*, The Institute of Metals (London); William S. Budington, Associate Librarian, The John Crerar Library, *Crerar Metals Abstracts*; Robert W. Gibson, Jr., Assistant Librarian, Battelle Memorial Institute, *Battelle Technical Review*; Mrs. Marjorie L. Hyslop, Editor, *ASM Review of Metal Literature*, American Society for Metals; Irl E. Newlan, Jet Propulsion Laboratory, Technical Reports Library, *Astronautics Information*; Paul E. Postell, Chief, Cataloging Branch, AEC Office of Technical Information Extension, *Nuclear Science Abstracts*  
MILITARY LIBRARIANS DIVISION: *Downgrading and Declassification of Classified Documents*, Major Irving G. Corthew, U.S. Army  
MUSEUM DIVISION: Tour to the M. H. de Young Memorial Museum and to the Palace of Legion of Honor  
NEWSPAPER DIVISION: Business Meeting  
PUBLISHING DIVISION: Visit to the McGraw-Hill Publishing Company Reception Center, Corte Madera

SCIENCE-TECHNOLOGY DIVISION

Chemistry and Engineering Sections: 2:00 p.m. Panel: *National State of Technical Translation Program from Viewpoint of Initiators of Translations and with Reference to Plans for Chinese Technical Literature*. Moderator: George Mandel, Chief, Lewis Research Center Library, NASA; *Contributions of OTS and SLA as Announcers and Distributors of Translations*. Speakers: Paul Feinstein, Program Director, Foreign Science Information, National Science Foundation, *NSF's Translation Programs with Technical Societies and other Channels*; Paul W. Howerton, Deputy Assistant Director, Central Intelligence Agency, *CIA's Technical Translation Program and Machine Translation Project*; Earl Coleman, Consultant's Bureau Enterprises, Inc., *Policies and Methods of Evaluation in Selecting Items to Translate*; George L. Seielstad, Supervisor, Technical Reports Group, Applied Physics Laboratory, Johns Hopkins University, *A Research Center's Translation Program*

Pharmaceutical Section: Business Meeting

Public Utilities Section: *Opportunities for Service to Management by the Technical Library*, John R. Kleespies, Manager, Department on Procedures and Organization, Pacific Gas and Electric Company, San Francisco

SOCIAL SCIENCE AND ADVERTISING DIVISIONS: *Circulation Control Study*, W. J. Biehl, Chairman, George Fry & Associates, Chicago

TRANSPORTATION DIVISION: Business Meeting

**5:00-7:00 p.m.**

GEOGRAPHY AND MAP DIVISION: Open House, Rand McNally Map Store, 423 Market St., San Francisco (Members only)

PAST PRESIDENTS' DINNER: (In restaurant outside of the hotel)

SCIENCE-TECHNOLOGY DIVISION

Petroleum Section: Cocktail Party, Standard Oil Company of California, 255 Bush Street, San Francisco (Members only)

**Evening—8:00 p.m.**

Advisory Council Meeting

**TUESDAY, MAY 30**

**Breakfast—8:00-9:00 a.m.**

ADVERTISING DIVISION: Business Meeting

CHAPTER AND DIVISION BULLETIN EDITORS: 7:30 a.m.

CHAPTER EMPLOYMENT CHAIRMEN (open meeting): 7:30 a.m. *The Importance of Professionalism*. Speakers: Marjorie Griffin, Research Librarian, IBM Corporation, San Jose; George M. Wood, Personnel Development Coordinator, Bechtel Corporation, San Francisco; Edward W. Herold, Vice-President, Research, Verain Associates, Palo Alto

DOCUMENTATION DIVISION: Business Meeting

MUSEUM DIVISION: Business Meeting

PICTURE DIVISION: Business Meeting

**Morning—9:30 a.m.-12:00 noon**

**General Session:** *Cases on the Relationship between Library Management and Management: Analysis of Decision-Making in Three Library Management Problems*. Chairman: Mrs. Elizabeth Boutelle Roth, Librarian, Standard Oil Company of California; Discussion leader: Paul R. Johnson, Coordinator of Case Studies, Stanford University Graduate School of Business



**Luncheon—12:30-2:00 p.m.**

SCIENCE-TECHNOLOGY DIVISION

Chemistry and Pharmaceutical Sections: *Index Chemicus*, Eugene Garfield, Institute of Scientific Information, Philadelphia

**Afternoon**

SOUTHERN CALIFORNIA CHAPTER: 1:15-2:00 p.m. Address by Dr. S. I. Hayakawa, author of *Language and Thought in Action*. Topic to be announced. Open meeting

**Annual Business Meeting:** 2:30-4:30 p.m.

CONSTITUTION AND BYLAWS COMMITTEE (open meeting): 4:30-5:30 p.m. Discussion of revision of Association Constitution and Bylaws

**Dinner—6:00-7:30 p.m.**

BIOLOGICAL SCIENCES AND HOSPITAL DIVISIONS: 6:30 p.m. Dinner at A. Sabella's, Fisherman's Wharf. *Medical Physics Approach in Heart Disease*, Dr. John W. Gofman, Professor of Medical Physics and Research Physicist in Medical Physics, University of California

INCOMING CHAPTER PRESIDENTS (Restaurant outside of the hotel)

METALS DIVISION (does not include dinner): 6:00-8:00 p.m. *Sipping for Scholars*, traditional California wine-tasting ceremony (sponsored by Wine Institute of California), California Academy of Sciences, Golden Gate Park. Benefit SLA Scholarship and Student Loan Fund. Tickets required, open to all, admission \$2.50, limited to 250 persons. Request tickets from: Kenneth D. Carroll, Lockheed Missiles & Space Division, Technical Information Center, Palo Alto, or at Convention Ticket Sales desk.

SCIENCE-TECHNOLOGY DIVISION: Advisory Committee dinner and meeting

**Evening—8:00 p.m.**

MUSEUM AND PICTURE DIVISIONS: *Motion Picture Research*. Speaker to be announced

OPEN HOUSES: 9:00 p.m. Business and Finance, Insurance, Military Librarians, Publishing and Science-Technology Divisions

**WEDNESDAY, MAY 31**

**Breakfast—8:00-9:00 a.m.**

ADVERTISING, NEWSPAPER AND PUBLISHING DIVISIONS: 8:00-10:30 a.m. Workshop: *Library Equipment and Its Application*. Gordon Randall, IBM Research Division, Yorktown Heights, New York; Mrs. Doris Saunders, Johnson Publishing Company, Chicago

INSURANCE DIVISION: *Insurance Journals, Indexing Problems, Business Periodicals Index*, Howard Haycraft, President, H. W. Wilson Company

METALS DIVISION: 1961-62 Executive Committee

SCIENCE-TECHNOLOGY DIVISION

Chemistry Section: Business Meeting

SOCIAL SCIENCE DIVISION

International relations librarians

Social Welfare Section: Business Meeting

**Morning—9:30 a.m.-12:00 noon**

ADVERTISING AND PUBLISHING DIVISIONS: 10:30 a.m. Visit to Lane Publishing Company, Menlo Park

BIOLOGICAL SCIENCES AND HOSPITAL DIVISIONS: Workshop: *Reference Sources and Materials*. Moderator: William H. Beatty, University of Missouri Medical Library. To be held at University of California Medical Center, San Francisco

BUSINESS AND FINANCE DIVISION: Panel: *The Economist and the Librarian*  
 GEOGRAPHY AND MAP DIVISION: Visit to the California Historical Society. Exhibit: *Early Cartography of the San Francisco Bay Region*  
 INSURANCE DIVISION: Visit to and luncheon guests of Metropolitan Life Insurance Company  
 METALS DIVISION: Visit to Kaiser Industries, Kaiser Center, Oakland. Speaker: Fred Drewes, Vice-President, Kaiser Industries. (Members only)  
 MILITARY LIBRARIANS DIVISION: Business Meeting  
 MUSEUM AND PICTURE DIVISIONS: Film presentation  
 SCIENCE-TECHNOLOGY AND DOCUMENTATION DIVISIONS: Panel: *Information Retrieval Systems for Small and Medium Size Libraries*. Moderator: Dr. I. A. Warheit, International Business Machines, Washington, D. C. Speakers: *The Use of a Collator in an Inverted File Index*, Dr. F. R. Whaley, Linde Company, Tonawanda, New York; *Development of a Manual and Machine-Based Index to Internal Research and Engineering Reports*, Dr. G. Jahoda, Technical Information Division, Esso Research and Engineering Division, Linden, New Jersey; *Mechanization: An Aid to Scientific Information Handling*, Paul R. Ackley, Science Information Department, Smith Kline & French Laboratories, Philadelphia; *The Heatwole Associates Magnetic Tape Searcher and Correlator*, Saul Herner and Company, Washington, D. C.  
 SOCIAL SCIENCE DIVISION: Visit to an intercultural housing project  
 TRANSPORTATION DIVISION: Panel: *Sources of Information*. Moderator: Edith Stone, Simmons-Boardman Publishing Corporation, New York. Speakers: *Motor Carriers*, Marianne Yates, Transportation Center, Northwestern University, Evanston, Illinois; *Missiles & Rockets*, Ronald Booser, General Electric Company, Syracuse, New York; *Tourist & Travel Surveys*, Mrs. Iris Land, Trans-Canada Air Lines, Montreal

#### **Luncheon—12:30-2:00 p.m.**

ADVERTISING AND PUBLISHING DIVISIONS: Rickey's in Palo Alto. Panel: *The California Market*. Speakers: *Leisure Market*, James Bell, Lane Publishing Company; *Economic Aspects of the Market*, Ronald Arnold, Economist, Economic Development Department, Stanford Research Institute  
 BIOLOGICAL SCIENCES AND HOSPITAL DIVISIONS: Milberry Union, University of California Medical Center, San Francisco  
 METALS DIVISION: 11:30 a.m. Kaiser Center, Oakland. Guests of the Kaiser Industries  
 PICTURE DIVISION: Business Meeting  
 TRANSPORTATION, BUSINESS AND FINANCE, GEOGRAPHY AND MAP, AND SOCIAL SCIENCE DIVISIONS: *Problems of Metropolitan Areas*. Speakers: *Rapid Transit Trends*, Wolfgang Homburger, Assistant Research Engineer, Institute of Transportation and Traffic Engineering, University of California; *Urban Renewal and the Better Urban Life*, M. Justin Herman, Executive Director, San Francisco Redevelopment Agency

#### **Afternoon—2:30-4:30 p.m.**

ADVERTISING AND PUBLISHING DIVISIONS: Visit to Stanford University Graduate School of Business Library and the Hoover Library, Stanford University  
 BIOLOGICAL SCIENCES AND HOSPITAL DIVISIONS: *The Library in the Biological and Health Sciences*, Dr. J. B. deC. M. Saunders, Provost and Librarian, University of California Medical Center, San Francisco. To be held at University of California Medical Center  
 BUSINESS AND FINANCE DIVISION: Panel: *Methods Workshop*. Participants to be announced

INSURANCE DIVISION: Panel: *The Special Librarian's Position in the Insurance Company's Salary Structure*. Moderator: Elmer W. Earl, Jr., Assistant Manager, Life Office Management Association. *What Management Expects of Its Library Function; How To Describe It; How To Price It; How One Company Treats It*. Speakers to be announced

MUSEUM DIVISION: Visit to Sutro Library

NEWSPAPER DIVISION: *Library Standards*, Report of the Committee, Robert A. Diehl; *Planned Space Control Program for Newspaper Libraries*, Agnes Henebry, Librarian, *Herald and Review*, Decatur, Illinois

PICTURE DIVISION: Independent tours to museums and libraries

SCIENCE-TECHNOLOGY DIVISION: 2:00 p.m. *Information and the Scientist*, a panel of scientists discussing their problems with information. Moderator: Dr. Sidney Passman, The Rand Corporation, Santa Monica; 4:15 p.m. Business Meeting

SOCIAL SCIENCE DIVISION: Visit to the University of California Library, Berkeley

### Evening

CONVENTION-WIDE DUTCH TREAT COCKTAIL PARTY: 6:00-8:00 p.m.

**Banquet:** 8:00 p.m.

Toastmaster: Eugene B. Jackson, SLA President-Elect, Librarian, Research Laboratories, General Motors Corporation, Warren, Michigan

Hall of Fame Presentation

SLA Awards

Address: E. Finley Carter, President, Stanford Research Institute, Menlo Park

## THURSDAY, JUNE 1

### Morning—8:30 a.m.

ADVERTISING DIVISION: Visit to Guild, Bascom & Bonfigli

BIOLOGICAL SCIENCES AND HOSPITAL DIVISIONS: Visit to Stanford Medical Center and Library, Palo Alto

BUSINESS AND FINANCE, INSURANCE AND SOCIAL SCIENCE DIVISIONS: All-day visit to Stanford University Graduate School of Business Library, Hoover Library, IBM Library, San Jose, and other peninsula business and research libraries

GEOGRAPHY AND MAP AND TRANSPORTATION DIVISIONS (tentative with Publishing Division): Visit to Bancroft Library, University of California, Berkeley. Speaker: Dr. George Hammond; Optional visit to Institute of Transportation and Traffic Engineering Library, Richmond Field Station, University of California

METALS DIVISION: All-day visits to the industrial and research establishments on the peninsula, including Stanford Research Institute, the Stanford University campus, Stanford Medical Center, Stanford Industrial Park, Technical Information Center of Lockheed Missiles and Space Division

MILITARY LIBRARIANS DIVISION: Visit to the Hoover Library, Stanford University

MUSEUM AND PICTURE DIVISIONS: 9:00 a.m. Convene for coffee at History Room, Wells Fargo Bank; 10:30 a.m. Visit to Society of California Pioneers (photograph exhibit, Wyland Stanley, and local TV producer's talk on his use of these photographs, Gordon Waldear)

NEWSPAPER DIVISION: 9:00-10:00 a.m. *Microfilm and Photocopy Applications in Newspaper Libraries*, Chester M. Lewis, *New York Times*; 10:30-noon, visit to library of *San Francisco News Call Bulletin*

SCIENCE-TECHNOLOGY DIVISION

Engineering Section: Tour of University of California's Lawrence Radiation Laboratory

Public Utilities Section: All-day tour to Pacific Gas and Electric Company, Geysers Steam Plant near Healdsburg

Visit to Armed Services Technical Information Agency, Oakland Army Terminal. Open to all

### Luncheon

BIOLOGICAL SCIENCES AND HOSPITAL DIVISIONS: 12:45 p.m. Rickey's in Palo Alto. *The Germ Theory in Contemporary Perspective*, Dr. Harold J. Simon, Assistant Professor Medical Microbiology and Medicine, Stanford University

BUSINESS AND FINANCE, INSURANCE AND SOCIAL SCIENCE DIVISIONS: Stanford Union, Stanford University. Speaker to be announced

GEOGRAPHY AND MAP AND TRANSPORTATION DIVISIONS: In Palo Alto. Speaker: Dr. Joseph Williams, Department of Geography, Stanford University

METALS DIVISION: Guests of the Technical Information Center, Lockheed Missiles and Space Division, for an *al fresco* luncheon on the patio. Speaker: Dr. O. Preston, Manager, Department of Metallurgy, Stanford Research Institute

MUSEUM AND PICTURE DIVISIONS: 12:30 p.m. San Francisco Museum of Art followed by tour of the gallery and library

SCIENCE-TECHNOLOGY DIVISION

Petroleum Section: 11:30 a.m. Guests of Shell Development Company, Emeryville

### Afternoon

DOCUMENTATION DIVISION: Visit to IBM Research Laboratory and Library, San Jose

GEOGRAPHY AND MAP AND TRANSPORTATION DIVISIONS: Visit to the Hoover Library and Stanford University Library

MUSEUM AND PICTURE DIVISIONS: 3:00 p.m. Visit to the California Historical Society; exhibit of California Paintings and Prints from the Society's collection; 4:30 p.m. Visit to Maritime Museum, Aquatic Park; 6:30 p.m. Dinner aboard the *Balclutha*, the last of the Cape Horn fleet of sailing ships; Illustrated lecture by Paul Mills, Director of the Oakland Art Museum

NEWSPAPER DIVISION: Visit to libraries of San Francisco *Examiner* and San Francisco *Chronicle*

PUBLISHING DIVISION: Visit to California Historical Society

SCIENCE-TECHNOLOGY DIVISION

Petroleum Section: 1:00 p.m. Business Meeting (following luncheon at the Shell Development Company) and followed by technical forum: *Adequacies of Abstracting Services for Petroleum Technology Literature*

### POST CONVENTION

SCIENCE-TECHNOLOGY DIVISION

Petroleum Section: Tour to Southern California petroleum libraries

## SPECIAL LIBRARIES ASSOCIATION MID-PACIFIC CONFERENCE IN HAWAII

June 2-8, 1961

(For details and reservations write: Andrew W. Lerios, Inc., Travel and Tour Coordinator, SLA Mid-Pacific Conference in Hawaii, 133 Montgomery Street, San Francisco 4, California)

Friday, June 2

Jet tourist flight by Pan American or United Airlines to Honolulu, arrival at Hawaiian Village Hotel

### Saturday, June 3

Morning: Registration

Afternoon: Three-hour yacht cruise through Pearl Harbor

Evening: Cocktail reception, Sunset Terrace, Hawaiian Village Hotel, followed by dinner show in the Tapa Room

### Sunday, June 4

Morning: Free to attend church services; (Optional visit to Hawaiian Congregational Church Service, 10:00 a.m., Kawaihao Church, where the entire service is spoken and sung in Hawaiian)

Afternoon: Native festivities, Polynesian rum punch party, followed by the Luau, a traditional Hawaiian feast

### Monday, June 5

Afternoon: FIRST PROFESSIONAL SESSION: Bishop Museum, *Pacific Information Center*, Ed Bryan. University of Hawaii, description of the collections: *Hawaiiana*, by Janet Bell; *Japanese*, by Dr. Hiroko Ikeda; *Chinese*, by Albert Dien. Tour through downtown Honolulu, to Iolani Palace, civic buildings, Punchbowl National Memorial Cemetery, Punahou School, the University and Mt. Tantalus

### Tuesday, June 6

Morning: SECOND PROFESSIONAL SESSION: Church College of Hawaii, description of the Polynesian Institute. Speaker to be announced. Followed by luncheon at the College with special Polynesian entertainment

### Wednesday, June 7

Morning: THIRD PROFESSIONAL SESSION: Visits to special libraries: Dole Pineapple Library, Mrs. Jean Stevens; Sugar Planters Library, Charlotta Hoskins; Hawaiian Telephone Company, Mrs. Jessie Wheelwright

Evening: Japanese tea dinner party

### Thursday, June 8

Scheduled departure from Hawaii to the Mainland

**ADDITIONAL CONVENTION NOTES:** SLA Members are reminded that the deadline for their Advance Registration Forms is May 1 and that Hotel Reservation Forms are due by May 12 for processing by the Housing Bureau.

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### Coming Events

The National Science Foundation's Second SYMPOSIUM ON BUILDING, HOUSING AND PLANNING INFORMATION will be held on June 2, following the SLA Convention, at the Sheraton-Palace Hotel in San Francisco. Invited to participate are those interested in information, resources and needs in building trades, construction, real estate, soil science and urban planning. Additional information may be obtained from Dr. Karl A. Baer, National Association of Home Builders, National Housing Center, 1625 L Street N.W., Washington 6, D. C.

The Sixth INSTITUTE ON RESEARCH ADMINISTRATION of the American University will be held in Washington, D. C., April 24 to 28. The theme will be planning, communication and financing for research and development, and the program is intended for scientists, engineers and management personnel, both line and staff, from government, business and industry. For additional information communicate with Dr. Lowell H. Hattery, Director, Center for Technology and Administration, American University, 1901 F Street, N.W., Washington 6, D. C.

# SLA Hall of Fame 1961

IN ANNOUNCING the selection of Alberta L. Brown and Thelma Hoffman to the SLA Hall of Fame for 1961 President Winifred Sewell commented, "Alberta L. Brown's unusual contributions epitomize the outstanding, continuing contributions to the growth and development of the Special Libraries Association for which the Hall of Fame Award was created, while Thelma Hoffman's pioneer work in recruitment for special librarianship has provided for the continuing influx of the type of member of whom we can all be proud and the influence of her Five-Year Plan will be felt throughout the Association for many years to come." Hall of Fame medallions will be presented to Miss Brown and Miss Hoffman on May 31 in San Francisco at the banquet of the Association's Annual Convention.



Ward C. Morgan Studio

**Alberta L. Brown**

librarians Association since 1939 and has written frequently for *Special Libraries*. In addition to her SLA activities, she has been a participating member of the Medical Library Association, American Library Association, the Chemical Literature Section of the American Chemical Society and the Altrusa Club.

Thelma Hoffman joined the San Francisco offices of Shell Development Company in 1930 to establish a technical library, and when it was consolidated with the library at the Emeryville (California) Research Center, Miss Hoffman assumed charge of the combined operations. When she retires at the end of 1961, she will leave a library, which started as a one-woman operation, with a trained staff of 21. A member of SLA since 1931, Miss Hoffman has served as President of the San Francisco Chapter, 1933-34, Chairman of the Petroleum Section, 1940-41, and Chairman of the Science-Technology Division, 1950-51. She was a member of the Recruitment Committee when it was organized in 1953 and during her chairmanship, 1954-55, developed the Five-Year Plan which established goals for the Association's recruitment efforts. Miss Hoffman is currently working on the Convention Executive Committee. A frequent contributor to petroleum journals, she also assisted in the preparation of the Petroleum Section's forthcoming SLA publication, *U.S. Sources of Petroleum and Natural Gas Statistics*.



**Thelma Hoffman**

# MARY ETHEL JAMESON: IN MEMORIAM

News of the sudden death on February 20 of Mary Ethel Jameson, former librarian of the National Industrial Conference Board in New York, caused widespread sadness. Her gay spirit, vitality and alert interest in current affairs attracted many friends and admirers both before and after her retirement in 1949. Always an enthusiastic traveler, she set out on a trip around the world (her second), solo, at age 80! Not long after her safe return an accident in her own home confined her to a wheel chair for the rest of her life.

Undaunted, she proceeded to establish herself as a popular hostess, entertaining as often as four times a week at lunch, tea or dinner, managing deftly in her aluminum wheel chair or with the aid of crutches. Her apartment, overlooking the East River, filled with mementos of her trips, her own paintings, choice etchings and book treasures and with a picture window full of flowering plants, made an attractive setting for her hospitality.

Mary Ethel Jameson was born in Hamilton, Ontario, of Scottish ancestry. Her library training was acquired in the New York Public Library School, from which she received her diploma in 1914. When World War I broke out she was working in the Technology Division of the New York Public Library. With the United States' entry into the war, she enlisted for overseas service with the American Red Cross, and in later years became president of its Overseas Service League in New York. Although classified as a clerical worker, she never touched a typewriter key and had the good fortune to do medical research for the famed surgeon, the late Dr. Crile of Cleveland. He appreciated her dogged determination to run down information, often with limited resources. This later became an outstanding characteristic of her reference work at NICB. Miss Jameson was in Europe from 1918 to 1919 and stayed on a year after the war ended to serve as sub-

director of the American Canteen at Dijon.

In 1923 Mary Ethel joined the National Industrial Conference Board to organize and build up one of the best business libraries in the country. She became well-known to librarians everywhere for her cheerful and ready helpfulness. Many librarians now recall with gratitude the encouragement and inspiration she gave them at the start of their careers.

Always an active participant in Special Libraries Association affairs, Miss Jameson was chairman of the national Financial Group in 1935 and 1936. She was Vice-President of the New York Chapter in 1931 and 1932. She was also Vice-President of the New York Library Club for one year.

After her retirement, Miss Jameson continued to work on several temporary jobs with Port of New York Authority, General Electric Company and National Bureau of Economic Research. One year was spent at Drexel Library School as substitute instructor in special library work. Her final job, actually up to the day of her death, was indexing for H. W. Wilson Company, and she was proud of the acknowledgment of her work in the latest bound volumes of *Business Periodicals Index*. Between work and entertaining she managed to set up her easel and produce delightful, colorful paintings, inspired, perhaps, by a bunch of flowers brought in by a friend.

Hers was a full, rich life and some of her friends feel there should be a permanent memorial to this unusual personality. It was learned that the minister of her church has long wanted to start a library there and this seems a most appropriate solution. Those who would like to join in this project, which surely would have pleased Mary Ethel herself, may send checks, made out to First Presbyterian Church Library Fund, direct to the church at 12 West 12th Street, New York City.

MARGUERITE BURNETT

SPECIAL LIBRARIES

# Association News

## Dissolution of Hospital Division

At its September 30 meeting in New York City, the Executive Board approved the following: "It is moved that the following recommendation be presented for consideration at the May 30, 1961 Annual Meeting of the Association in accordance with Bylaw V, Section 4:

*A recent mail vote of the Hospital Division favored (77 to 5, Division membership 169) discontinuing the Division and rejoining the Biological Sciences Division. Therefore it is recommended that the Hospital Division be discontinued, effective December 31, 1961."*

Members attending the Convention in San Francisco will be asked to vote on this recommendation at the Association's Annual Business Meeting, Tuesday afternoon, May 30, 1961, at 2:30 p.m.

## National Library Week

Special librarians who are utilizing National Library Week to present the special library story to their own clientele, their communities or the public at large are urged to send copies of their publicity or pictures of their activities to National Library Week Headquarters (58 West 40th Street, New

York 18) so that they might be considered for inclusion in the annual report of the 1961 celebration of the Week.

## Professional Award

It was announced to the Executive Board at its recent Midwinter Meeting in Kansas City that no SLA Professional Award would be presented in 1961.

## Representation at Other Meetings

Mrs. Jean Goldman Hopper, Head, Business, Science and Industry Department, Free Library of Philadelphia, and Elizabeth W. Gillies, Assistant Librarian, Lippincott Library, University of Pennsylvania, represented the Association at the 65th Annual Meeting of the American Academy of Political and Social Science in Philadelphia on April 14 and 15.

Bill M. Woods, Executive Secretary, and Eugene B. Jackson, First Vice-President and President-Elect, attended the first official meeting of the newly organized Federation of Management Organizations, with which the Association is affiliated, in Chicago on March 29.

## SLA Sustaining Members

The following organizations have expressed their interest in supporting the activities and objectives of the Special Libraries Association by becoming Sustaining Members for 1961. These are additions to the total number of 95 Sustaining Members listed in the January, February, and March 1961 *Special Libraries*.

BELL & HOWELL RESEARCH CENTER, Pasadena, California  
DALLAS PUBLIC LIBRARY, Dallas, Texas  
DOW CHEMICAL COMPANY, Rocky Flats Plant, Denver, Colorado  
FIRST NATIONAL BANK OF CHICAGO, Chicago, Illinois  
GENERAL ELECTRIC COMPANY, Schenectady, New York  
GLICK BOOKBINDING CORPORATION, Long Island City, New York  
B. F. GOODRICH RESEARCH CENTER, Brecksville, Ohio  
NATIONAL LEAD COMPANY, Titanium Alloy Manufacturing Division, Niagara Falls, New York  
PERGAMON PRESS, INC., New York, New York  
J. W. STACEY, INC., San Francisco, California  
WAYNE STATE UNIVERSITY, Serials Department, Detroit, Michigan

EDITOR'S NOTE: This list includes all applications received through March 14, 1961. Supplements will appear in future issues.



# Have You Heard . . .

## USSR and U.S. Cultural Exchange Mission

The International Relations Committee of the American Library Association has announced that seven leading American librarians will tour the Soviet Union, beginning in May 1961, as part of a cultural exchange mission. Besides lessening world tensions, the purpose of the visits is to contribute to general cultural exchange and international understanding; to study Russian techniques in bibliographic, abstracting, indexing and other documentation methods and associated procedures and mechanisms; to study reproduction, dissemination and training methods for library and documentation work; to strengthen Slavic studies now underway in the United States; to strengthen library support of formal education; to investigate informal education through public libraries and to promote exchange of information and channels for the flow of information, ideas and publications. The Americans in Russia are expected to travel some 5,500 miles covering Moscow, Leningrad, Kiev, Tashkent and Samarkand. The Russians will travel approximately 6,000 miles covering New York, Washington, Boston, Cleveland, Chicago and San Francisco; and their visit will take place in April 1961.

## New Microcard Company

Microcard Editions, Inc., a new company engaged in publishing and information dissemination will carry on and expand the publishing activities of the Microcard Foundation. The Microcard Foundation will devote itself to the support of scholarly activities; Microcard Editions, Inc. will publish works produced conventionally as well as in Microcard form. The first conventionally printed publication of Microcard Editions, Inc. is *A Guide to Microforms in Print*. Its price is \$4 a copy. It will be continued on a yearly basis, with a new volume appearing in February of each year. If there is sufficient interest, a *Microform Publishers Trade List Annual* will be published that would reproduce all the catalogs and lists used in

compiling the Guide. Microcard Editions, Inc. is located at 901 26th Street, N.W., Washington 7, D. C., while The Microcard Foundation will conduct its activities from offices in West Salem, Wisconsin, where the Microcard Corporation, manufacturers of Microcards, is also located.

## In Memoriam

DR. FRANCIS FITZGERALD of the National War College and President of the Washington Chapter from June 1943 to June 1945, died early in March. Dr. Fitzgerald was an active member of SLA for many years until ill health forced his resignation.

## Members in the News

MRS. FRANCES S. DAVIS has retired after 28 years of being in charge of the Water & Power Library Division of the Los Angeles Municipal Reference Department. Mrs. Davis has served as President and Secretary of the Southern California Chapter of SLA.

AARON L. FESSLER, formerly librarian of Philips Laboratories in Irvington-on-the-Hudson, New York, has accepted the position of Chief Librarian of the research library of the Olin Mathieson Chemical Corporation in New Haven, Connecticut.

MRS. JEANNE B. NORTH has left United Aircraft Corporation in East Hartford, Connecticut, to join the staff of the Technical Information Center of Lockheed Missiles & Space Division, Palo Alto, California.

SHERRY TAYLOR, formerly librarian, Prudential Insurance Company, Los Angeles, has resumed her legal name of Terzian and taken a new library position at The Neuropsychiatric Institute, University of California at Los Angeles Medical Center.

## Recordak Computer Print-Out System

Recordak Corporation will market high-speed computer print-out equipment known as the Recordak DACOM System. Deriving its name from Datascope Computer Output Microfilmer, the system will convert information from magnetic tape into plain lan-

guage on microfilm at speeds up to 20,000 characters per second. It will provide print-out speeds that will match computer output speeds. 8,064 characters can be reproduced in about one-half second in a single 16mm microfilm frame and can be combined with a statement, bill or other background format to reproduce the data in final finished form. The new techniques of the DACOM System enable film to be offered that is automatically coded for rapid retrieval and reference in business systems and replacing voluminous paper with convenient film records.

### Step-Book Truck

Bro-Dart Industries has developed fold-away steps as part of a book truck. The steps are brought into position and replaced by the toe, and they have inbuilt, slip-proof action when weight is applied. The steps may be obtained with any truck model, or the unit by itself is available for attachment to any book truck model.

### Letters to the Editor

In his article, The SLA Personnel Survey: Its Value to Management (*Special Libraries*, February 1961), Robert J. Howe attempts to explain, among other things, why so few special librarians make over \$10,000 a year. There is an unfortunate misprint in the paper, which gives the number receiving over \$10,000 as 88 out of 280. It should have been 88 out of 2180.\* This is just for the record, however, and is not the main point I wish to make.

My main point is that his explanation, "The answer, of course, is supply and demand," is a colossal oversimplification. Everyone familiar with the situation knows that a shortage of librarians exists and that the supply is considerably less than the demand. One would expect, therefore, that if the law of supply and demand were operative, the salaries would be rising sharply. This happened, for example, in the case of the engineering profession, which has seen salary levels rise steadily because demand exceeded supply. Between the years 1953 and 1958 salary levels for engineers rose at an annual rate of 6.5 per cent and between 1958 and 1960 this rise was about 5 per cent. Why wasn't the same thing happening to librarians if it's all a question of supply and demand?

\* EDITOR'S NOTE: The figure 2180 had been added in ink above the erroneous figure of 280 on the manuscript. Unfortunately, a Thermo-Fax copy of the original, which did not pick up the corrected figure of 2180, was used by the printer.

In my opinion the answer lies largely in the fact that the public is not yet convinced that librarianship is a profession requiring specialized training. An employer looking for an engineer knows it has to be an engineer and not just somebody who once saw a slide rule. If he can't find an engineer, he may have to get along without one, but he won't ordinarily be so silly as to hire an individual without engineering training and *call him an engineer*. Quite the contrary behavior is all too common in the hiring of a librarian. If a qualified librarian is not available (assuming that the person doing the hiring even knows what a librarian's qualifications should be) just about anyone available is hired, and the title of "librarian" is bestowed on that innocent creature.

As a matter of fact, this procedure is not limited to industrial firms. Public libraries follow this practice all too often. In the city where I live the position of reference librarian in the local library became vacant. Since the salary offered was not sufficient to attract a professional person, the city librarian hired a nice young lady who had no library experience or training and gave her the title, "Reference Librarian."

Mr. Howe talks about the existing salaries being adequate "to attract and hold sufficient and qualified personnel." He would be more nearly correct if he had left out the word "qualified." The example I gave of the reference librarian in my own city illustrates this. Because qualified reference librarians are not easy to get, it would have been necessary to raise the salary in order to attract one. Instead the choice was made to hire an *unqualified* person at the old salary. The fact that the position *was* filled certainly proves this salary was *adequate*, but it does not prove that it was adequate for *qualified* personnel.

As for the law of supply and demand, it cannot possibly operate in favor of librarians in the situation as it is today. There *is* a shortage of trained librarians and one would expect, therefore, the salaries of librarians to go up as they have in the case of the engineers. The reason there has been no such spectacular increase is that unlike the engineering positions, which could be filled by engineers only, the library positions have been filled by non-librarians. Since there are a great many of the latter, it is obvious that the supply is

### Annual Business Meeting

As required by Bylaw VIII, Section 1, notice is hereby given that the **Annual Business Meeting** of Special Libraries Association will be held **Tuesday afternoon, 2:30 p.m., May 30, 1961** at the Sheraton-Palace Hotel, San Francisco, California, with the Annual Convention of the Association.

practically inexhaustible and no matter how great the demand, there will always be enough to go around. Why ever raise salaries when there are always more applicants than jobs in this Alice in Wonderland library business?

Mr. Howe's article raises in my mind more questions than it answers. The big question, of course, is whether placing the results of the survey in the hands of salary administrators did special librarians any good. Mr. Howe is, I believe, correct when he states that the survey will be used "as a bench-mark by individual organizations in determining proper compensation." Is this a good thing? I fear that those organizations that are now paying their librarians low salaries will see justification in the survey results for continuing the practice, whereas those organizations that are paying more adequate salaries may well take a second look and wonder whether that's necessary, in view of the fact that so many librarians, of one kind or another, can be had at a real bargain price.

SAMUEL SASS, The William Stanley Library  
General Electric Company, Pittsfield, Massachusetts

I welcome Mr. Sass' interesting challenge regarding analysis of the SLA Personnel Survey. It is through the raising of just such questions that improvements come about in communication or in techniques useful to the subject.

There are several areas of agreement between Mr. Sass and myself. Neither of us believes that the compensation of skilled librarians should be compared with unskilled librarians. We both believe that too great a proportion of the public is lethargic. Supply and demand, he says, is an oversimplification, and I agree—though hardly colossal. He further states that librarianship is infiltrated with unskilled personnel. This may be true. Other occupations are similarly affected.

Mr. Sass' real problem may be that he is confusing city budgets and public attitudes in an isolated community with compensation practices of a large number of employers when, in fact, the two have never met. The only connection I can see between the public librarian illustration and the survey is that the city fathers ought to have had the survey, and someone should have carried the message!

Mr. Sass answers his own fifth paragraph question—if his paragraph is read carefully. I did not, you see, leave *out* the word "qualified."

Principal disagreement arises between us by his wish to compare librarians with engineers. Why not with ministers or teachers or dentists or tradesmen or laborers? Each function must, to my thinking, stand on its own merits. If I want to enjoy an engineer's compensation, I must become an engineer. Each occupation, whether it be professional or nonprofessional, has its own set of conditions, emoluments, risks, variables, investment in time or money and conditions of work. Supply and demand is an important regulator of the ebb and

flow of personnel in all occupations, and, is a much wiser regulator than its alternatives—which are arbitrary (possibly unilateral) decisions by employees, by the employers or by the government. High pressure tactics unrelated to the economics of supply and demand and resulting in higher compensation than productivity warrants, only serves to export jobs to Europe or Japan.

Since Mr. Sass implies he has some doubt about the value of the Survey let me make only the briefest of points:

1. It is better to base conclusions, determine standards, establish ranges or do almost anything on the basis of facts than upon opinions.
2. The Survey is a method of determining facts. If there is a better method, someone should tell us of it.
3. The Survey covered 2180 librarians, a significant number. Of this 1597 (73 per cent) were college graduates, many having advanced degrees; 1348 (62 per cent) had experience of seven or more years in library work. The 409 chief librarians had an average of more than 17 years' library experience!
4. Participants in the Survey were selected companies employing many persons who, themselves, met SLA's professional requirements for membership in the Association.
5. Although, like Mr. Sass, I will agree that not every one of the salary decisions made by 2180 librarians, and the companies that employ them, are above reproach—certainly the majority of these represent voluntary agreements, freely arranged between professionally trained personnel and reputable, honorable business organizations.

Perhaps the use to which surveys are put is troubling Mr. Sass. Certainly survey results are never as precise as we would wish—they are subject to misinterpretation and have never been presented as a substitute for the thinking process. Surveys result mainly in averages and, as such, tell nothing more. *Individual* cases must be analyzed in terms of the particular circumstances involved. Resolution of ranges and individual rates may be made more accurately if sound reference facts have been predetermined.

Lastly, in the 20 years' compensation experience I have had, I have yet to meet the salary administrator who wishes to keep rates "low." Indeed, both the salary administrator and the company have the single objective of keeping rates *right*.

R. J. HOWE, Director, Salary and Organization  
Thompson Ramo Wooldridge Inc., Cleveland

These are random comments, not protests, about Mr. Sass' letter relative to the 1959 Personnel Survey.

I agree with the main point that the law of supply and demand can be sharply influenced by failure of employers to observe qualifications which we believe essential to librarianship. At the

same time, I have a strong conviction that it is our individual and joint responsibility to demonstrate the benefits which accrue only from engaging the services of qualified personnel. In this respect, the example is gravely disappointing—a *librarian* has hired an unqualified employee and assigned the job title, "Reference Librarian."

Valid observations on the progress of special library personnel will become possible when similar data are collected periodically. Just now we are handicapped in making any comparisons except through use of early, dissimilar studies. Generalizations such as these result from working with the April 1951 Science-Technology Division Salary Survey:

1. In 1951 of 574 individuals reporting, 104 had no degree or did not answer. In 1959, 405 out of 2,180 fell in this category. This appears to indicate little change, since both average about 18 per cent.
2. In 1951 the median salary for individuals reporting no degree was \$3,750 and the over-all median \$4,250. In 1959 the average salary for no degree employees was \$5,338 and the over-all average was \$6,099. This appears to indicate that degrees may influence salaries more than years of experience.
3. In 1951 the average salary for individuals reporting was \$4,400. In 1959 the average salary in scientific and technical libraries was \$6,573. The over-all increase in a period of eight years is \$2,173, a rate of about \$270 each year.

Enough "figures"! When we have uniform data then we can really observe progress and compare this with progress in other professions.

Personally, I do not believe that we should shy away from the results of the 1959 Survey. They are a straightforward report of the situation in the summer of 1959 and provide guidelines for improvement. They emphasize the need for standards, the need for diligent effort on the part of the librarian to implement the application of standards set forth, and as a generalization the need for library information services which win management support.

It is a fair assumption that 49 per cent of the individuals reported on were earning salaries below the median and therefore about 1,100 library employees could benefit directly. For the other half Mr. Howe's remarks have application. He says, "Once this bench-mark is established, it is possible for each company to apply any necessary subjective or qualitative measures in its own individual way, each within its own company and according to its policies." We all know that aggressive, growing organizations compete with each other for the personnel required to fulfill objectives and the mathematical standard is simply a point of departure.

I wish more members might have heard Mr. Howe's talk and the discussion that followed. For me, his remarks were mainly a challenge to in-

crease demand by getting more special libraries established, to staff them with qualified personnel and to improve special library services. Our efforts would be reflected in the next survey. Above all, there was a reminder to hold fast to conditions of membership in SLA based on academic and experience qualifications.

KATHARINE L. KINDER, Chief Librarian  
Johns-Manville Research Center, Manville, N. J.

I am writing to you in reference to the second item which appeared in the column entitled "Spotted" in the February 1961 issue of *Special Libraries*.

This item begins with the statement, "Microfilm has become a medium of primary publication with the release of *Histology of British Mosses*" and ends with, "This is an important 'first' in the history of book publishing."

I am rather doubtful that this is the first instance in which a work has been published originally in microfilm, but at the moment no example occurs to me. However, a number of works have had their primary publication in Microcard form. Among these are *Total Distribution of the Sounds in Siamese* published in 1952, *Index to Rhymes in American and English Poetry* published in 1958, and *First Six Million Prime Numbers* published in 1959. In addition there is the Microcard journal, *Wildlife Disease*, which has been in operation since 1959 and which has a subscription list of about 1,000. This journal appears only in Microcard form.

As I have stated, examples do not come to mind at this moment, but I am quite certain that original publication on microfilm as well as on other micro-opaques has taken place prior to the example cited in the above-mentioned article. In fact, the prevalence of such original publications necessitated a special abbreviation to be used in the forthcoming *Guide to Microforms in Print* which lists or refers to everything available in microform from commercial United States publishers. This abbreviation is "orig" and is used with works for which the microform is the original and only means of publication.

ALBERT JAMES DIAZ  
Microcard Foundation, Inc.  
Washington, D. C.

Nonserial Publications Committee will welcome an author (individual, Chapter or Division) who might undertake to write a pamphlet describing the place given to libraries of various types in different organizations. If anyone is interested in undertaking this project, please write to the Chairman whose name and address are given below.

JEAN E. FLEGAL, Librarian  
Union Carbide Corporation, Business Library  
Room 9-101, 270 Park Avenue  
New York 17, New York

# Off the Press . . .

## Book Reviews

SURVEY OF INFORMATION/LIBRARY UNITS IN INDUSTRIAL AND COMMERCIAL ORGANIZATIONS. Survey carried out by *D. J. Campbell*; Report prepared by *C. W. Hanson*. London: Aslib, 1960. vi, 42 p. 10s., Aslib members, 12s. 6d., nonmembers.

Whenever there is discussion of the need for improvements of any kind in the library world, there is also the comment that we do not know enough about present conditions and about ourselves as librarians. In attempts to correct this lack of information as far as the special library world is concerned, both Special Libraries Association and Aslib, its sister organization in Great Britain, have recently conducted surveys, the results of which were published in 1960. It is the Aslib survey which concerns us here, but some comparisons of the two surveys may be helpful.

The Aslib survey was carried out over a three-year period between 1956 and 1958, and the data are for 1955. The questionnaire was long and detailed, and the answers were obtained on personal visits by one interviewer who wrote them down as given. The survey covered 52 information/library units (the term used throughout to cover various titles used by the cooperating organizations) selected as a sample from a compiled list of 444 organizations. The *SLA Personnel Survey*, on the other hand, was conducted during the summer of 1959 with data requested as of the first half of that year. It was done entirely by questionnaires mailed to a list of over 2,000 organizations maintaining special libraries. Over 1,100 libraries replied and were included in the survey. The questionnaires themselves dealt exclusively with personnel matters, while the Aslib survey covered all aspects of operation. The chief objective of the SLA survey was to obtain salary information for those positions usually found in a special library. This was covered in the Aslib survey only as a total amount spent on salaries for the entire unit.

Although the number of units covered by the Aslib survey is comparatively small, the sample was selected to give a representative picture of information/library units in the United Kingdom. Quality of service rendered was considered in choosing the units, insofar as that information was known. The survey therefore tends to describe statistically what is acceptable practice in the information field. For organizations planning new information/library units, it serves as a guide in determining what will be required in staff, equipment, space, etc., to produce a given amount of service. For already established units, it furnishes a standard against which to measure one's own operation.

The purpose of the survey was to collect factual data on the size, scope, organization, methods and

cost of special libraries and information services in industrial and commercial organizations in the United Kingdom. The results are presented under the following heads: position with organization, size, staff and cost of information/library unit; library materials, equipment and methods; services and operations of information/library units. The questionnaire is included as an appendix of the report. It contains over 100 questions, many of which have several parts. About 25 per cent of the questions do not appear in the results because the answers were only fragmentary.

There is an interesting summary of some of the results at the beginning of the report, followed by a description of the survey itself, its purpose and the method used. The major part of the report consists of tables and text giving the results for each question to which sufficient answers were obtained. The summary shows, among others, these pieces of information: smaller organizations had, relatively, larger information/library units than larger ones; the number of people actually served per information/library worker averaged 54; about three times as much was spent on the salaries and wages of information/library staff as on the purchase of documents; about half the units used the Universal Decimal Classification, and about half "home-made" schemes of their own; only a third of the sample could report how many subject inquiries they handled.

The survey is of interest to American librarians on several counts. Knowledge of conditions in British special libraries adds to our understanding of British library literature. Discussions with British librarians become more profitable when we know the background from which they speak. It is helpful to us, as it is to British librarians, to be able to compare our library operations with those of libraries serving a similar society.

For anyone interested in gathering statistical information about special libraries, study of the Aslib survey would be useful. With even the small sample used in the Aslib survey, the time required to obtain the completed questionnaires was too long. The data are now five years old. A shorter questionnaire would probably yield better results more quickly. From Aslib's experience one can say that it would be more profitable to survey a section of the library operation, using additional surveys to round out the picture. For those who believe that the first approach to work standards is information about current practice, this survey shows what can be done in developing a statistical picture of what is actually done now by the majority of organizations.

MARIAN E. LUCIUS, Former Executive Secretary  
Special Libraries Association

U. S. NATIONAL BIBLIOGRAPHY AND THE COPYRIGHT LAW: An Historical Study. *Joseph W. Rogers*. New York: R. R. Bowker Company, 1960. xii, 115 p. \$5. (L.C. 60-15545)

The Chief of the Copyright Cataloging Division has provided us with a well documented, albeit brief, study of the various systems of bibliography and of copyright cataloging which culminated in the Catalog of Copyright Entries.

Mr. Rogers outlines the process by which this Catalog, originally intended to protect the interests of copyright claimants against the importation of pirated copies, has become a tool of much greater utility for the American author, publisher and librarian and has even provided a new and vast source of information for the cultural historian.

According to the author, the Catalog has become "the official contemporaneous record of the growth of American literature and American art." The Catalog has in this respect a two fold value—it provides an historical record of the first production of books and other items found therein, and it serves as a barometer of current creative output.

Much of the Catalog's form and content was influenced by predecessor trade and bibliographical services initiated by booksellers, publishers and copyright officials. Verner Clapp, in a perceptive foreword, gives homage to these forebears who have contributed so much to the growth of our national bibliography. The daily task of the librarian is considerably eased by the work of such pioneers as Isaiah Thomas, Evans, Sabin, Bowker, Elliott, Jewett, Spofford and Solberg.

Technical advances and developments since the last general Copyright Act of 1909 make necessary a thorough revision, including changes in the Act's cataloging provision. Insistent calls have gone forth from such copyright experts as the author of this monograph, eliciting the competence and interest of librarians in the proposed revision of Title 17 U.S.C. Bibliographical values are inherent in, and library operations affected by, the registration, recordation and deposit of copies for copyright. Earlier copyright legislation, supported by ideas and courage of the profession, should serve as a useful precedent for today's representative of readers and books.

Special librarians, concerned with the impending revision, will find that they have been well served by Mr. Rogers' scholarly volume.

JOSEPH L. ANDREWS, Reference Librarian  
Association of the Bar of the City of New York  
New York City

### Medical Indexing Study

The Medical Library Association, with a grant from the Council of Library Resources, has published as part 2 of the *Bulletin of the Medical Library Association*, volume 49, number 1, *The National Library of Medicine Index Mechanization Project, July 1, 1958-June 30, 1960*. This is a report of the study of medical indexing aimed at

developing and demonstrating improved methods for rapid and efficient publication of comprehensive indexes to the literature of medicine. Copies may be obtained from Dr. David A. Kronick, Business Manager, Cleveland Medical Library, 11000 Euclid Avenue, Cleveland 6, Ohio.

### MIT Reference Bibliographies

The Lincoln Laboratory Library of the Massachusetts Institute of Technology has initiated a bibliographic service for its scientists. A scientist specifies a topic, and a reference bibliography aimed at finding the most pertinent and useful articles on this topic is produced. The first two bibliographies released are *Generation and Properties of Thermal Plasmas*, by Jean E. Britton and Thomas B. Reed, November 1960, and *Preparation and Properties of Indium Antimonide Thin Films and Devices Using Indium Antimonide*, by Jean E. Britton and Thomas P. Turnbull, December 1960. Further information may be obtained by writing to the Laboratory in Lexington, Mass.

### Study of Research Resources in New York

The Commissioner's Committee on Reference and Research Library Resources has issued a report, *A Cooperative Program for the Development of Reference and Research Library Resources in New York State: An Interim Report to James E. Allen, Commissioner of Education*, which analyzes the problems and presents a program for the development of libraries performing advanced reference and research functions. The Board of Regents and Education Department are considering legislation based on these recommendations. Closely related to this report, *Cooperative Library Service for Higher Education: A Library Research Program Report* by the Council of Higher Educational Institutions in New York City, concentrates on the New York City Area.

### United Nations To Be Own Sales Agent

The International Documents Service of the Columbia University Press will cease to act as sales agent for United Nations publications after March 31. It will continue to distribute the publications of the United Nations Food and Agriculture Organization, General Agreement on Tariffs and Trade, International Court of Justice, UNESCO and the World Health Organization. All subscriptions and standing orders for United Nations periodicals and books with complete billing and shipping information have been turned over to the Sales Section at the United Nations in New York City.

### Scarecrow Press Books Have L.C. Cards

The Scarecrow Press is now supplying a set of Library of Congress cards for all its new titles published after February 15, 1961. The cards are in an envelope, pasted lightly inside the front

cover of the book and can be removed easily without damaging the cover. For further information write to the Press at 257 Park Avenue South, New York 10, New York.

### **Soviet Physics-Doklady Becomes a Monthly**

The American Institute of Physics' *Soviet Physics-Doklady*, which contains brief reports on Russian research of pure and applied physics, will be published monthly beginning July 1961. It had formerly been a bimonthly publication. The journal is a translation of the physics sections of *Doklady Akademii Nauk SSSR*—the Proceedings of the Academy of Sciences, USSR. Further inquiries should be addressed to the Institute, 335 East 45th Street, New York 17, New York.

### **Communications Institute Recorded**

The Indiana Chapter of SLA has published proceedings of its *Institute on Channels of Communication for Special Libraries*. The Institute was held at Bloomington, Indiana, April 22-23, 1960, and included the following subjects: preparation of a staff manual, what library schools are doing to meet the challenge of special libraries, professional writing, special libraries, a link in communication, communication to management and the special librarian and the community. The proceedings are available from Tom Hull, Librarian, American Legion National Headquarters, Indianapolis, at \$1.50, payable in advance to the Indiana Chapter of Special Libraries Association.

### **New Serial**

*JOURNAL OF THEORETICAL BIOLOGY* is an international periodical of original papers in theoretical biology. Manuscripts dealing with generalized theories, theories of specific processes or phenomena and theoretical discussions of specific projects and methods will be published and contributions in English, French or German will be considered. Published by Academic Press Inc., 111 Fifth Avenue, New York 3, New York, the subscription price is \$17, or \$12 for scientists certifying issues are for personal use only.

**CORRECTION:** The Soviet journal, *Kinetics and Catalysis*, was incorrectly priced as \$1.50 in the March issue. The correct annual subscription price is \$150.

### **Canadian Financial Index Under New Ownership**

The Financial Index Company, Inc., New York, has acquired the Canadian Financial Index Service of Toronto, Canada, from Polar Investments, Ltd. A new Canadian edition of *The Financial Index* is being published and will be sent to all former subscribers of *Canadian Financial Index*. The new edition covers all Canadian periodicals formerly indexed by *Canadian Financial Index* and the

more than 450 United States, British and Japanese periodicals and brokerage house publications regularly covered in *The Financial Index*.

### **SLA Authors**

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- BERELSON, BERNARD. Criticisms of Graduate Education. *Library Quarterly*, vol. xxxi, no. 1, January 1961, p. 45-59.
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- TAYLOR, JEAN K. Business Books of 1960. *Library Journal*, vol. 86, no. 5, p. 944-9.

### **RECENT REFERENCES**

#### **Librarianship**

CLASSIFICATION OF BUSINESS LITERATURE, rev. ed. *Library of the Harvard Graduate School of Business Administration*. Hamden, Connecticut: Shoe String Press, 1961. xviii, 256 p. \$6.

Major changes in the B schedule for Business and Economic Theory. Expanded index.

FACETED CLASSIFICATION: A Guide to Construction and Use of Special Schemes. *B. C. Vickery*. London: Aslib, 3 Belgrave Square, 1960. iii, 70 p. 10s, members; 12/6, nonmembers.

Bibliography and index.

FULL-SIZE PHOTOCOPYING (State of the Library Art, volume 5, part 3, edited by Ralph R. Shaw). *William R. Hawken*. New Brunswick, N. J.: Graduate School of Library Science, Rutgers—The State University, 1960. vii, 397 p. illus. \$8. (L. C. 60-16770) (Distr. by Rutgers University Press)

Describes 11 photocopying processes giving equipment, materials, library applications and costs. References and index.

LIBRARY MANUAL: For Library Authorities, Librarians and Honorary Library Workers, 2nd ed. *S. R. Ranganathan*. New York: Asia Publishing House, 1960. 415 p. \$5.95. (Distributed by Taplinger Publishing Co. Inc., 119 West 57th Street, New York)

Covers entire syllabus for a Certificate Course in Library Science from theory through technique. Bibliography. Index.

THERE IS NO END. *Lydia Margaret Barrette*. New York: Scarecrow Press, 1961. viii, 167 p. illus. \$4. (L. C. 60-7274)

Biography of the Mason City Library, Mason City, Iowa, by one of the two women who organized and developed it.

### Bibliographic Tools

BUSINESS FORECASTING FOR THE 1960's: A Selected, Annotated Bibliography. *Lorna M. Daniell*, comp. Boston: Baker Library Graduate School of Business Administration, Harvard University, 1960. 41 p. pap. \$1.

In three parts: general books and articles, forecasts on specific subjects and texts.

ETHNOGRAPHIC BIBLIOGRAPHY OF NORTH AMERICA, 3rd ed. *George Peter Murdock*. New Haven: Human Relations Area Files, 1960. xxiii, 393 p. pap. \$6.75. (L. C. 60-16689) (Distributed by Taplinger Publishing Company, Inc., 119 West 57th Street, New York City)

Over 4,600 new references. Appendix, index and tribal map.

NEW YORK STATE LIBRARY CHECKLIST OF BOOKS AND PAMPHLETS IN AMERICAN HISTORY. Albany: The New York State Library, The University of the State of New York, 1960. v, 82 p. Apply.

Holdings of books and pamphlets including the United States, Canada, Mexico, the Caribbean, Central America and South America. Approximately 24,500 titles.

NEW YORK STATE LIBRARY CHECKLIST OF BOOKS AND PAMPHLETS IN SCIENCE AND TECHNOLOGY. Albany: The New York State Library, The University of the State of New York, 1960. v, 216 p. Apply.

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Holdings in mathematics, astronomy, physics, chemistry, geology, biology, botany, zoology, medicine, engineering, electronics, agriculture, home economics, business, communication, transportation, metallurgy, manufacturing and building construction are listed. Companion volume to social sciences list published in 1956.

PAPERBOUND BOOKS IN PRINT. New York: Bowker, 1960. Yearly, \$6; single copy, \$2.

A quarterly list of art, biography, economics, fiction, history, literature, philosophy, poetry, reference, religion and science paperbacks. Author and title index. Selective subject guide. Reprints and original editions.

### Miscellaneous References

A COPYRIGHT GUIDE. *Harriet F. Pilpel and Morion David Goldberg*. New York: R. R. Bowker Company in cooperation with the Copyright Society of the U.S.A., 1960. vi, 40 p. pap. \$2. (L. C. 60-9559)

In the form of questions and answers, this guide sets forth the principles and application of the copyright law as it applies to literary works. It discusses both United States and international copyright laws. Appendixes: Universal Copyright Convention; Berne Convention. Bibliography. Index.

FUNDS FOR RESEARCH AND DEVELOPMENT IN INDUSTRY 1957: Performance and Financing (Surveys of Science Resources Series, National Science Foundation NSF 60-49). Washington, D. C.: Superintendent of Documents, Government Printing Office, 1960. xiv, 119 p. pap. 65¢.

An analysis of the results of the 1957 survey conducted by the Bureau of the Census. In two parts: 1) Characteristics of Industrial Research and Development; 2) Research and Development Characteristics of Selected Industries. Appendixes: statistical tables, technical notes, covering letters, questionnaires and instructions, tables and charts.

NATIONAL SCIENCE FOUNDATION: Tenth Annual Report for the Fiscal Year Ended June 30, 1960 (NSF-61-1). Washington, D. C.: Superintendent of Documents, Government Printing Office, xiii, 310 p. pap. illus. \$1.

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